



SIBAH UMMAR ABBA

Motivated and reliable individual with strong interpersonal skills, a quick learning ability, and a positive attitude. Possesses a basic understanding of sales, customer service, and retail operations, with a willingness to take on new challenges and contribute effectively to team goals. Eager to grow professionally in a dynamic work environment.

CONTACT DETAILS

+971 586769817
shibazummer706@gmail.com
UAE

EDUCATION

PRE-UNIVERSITY CERTIFICATE (PUC) – HESP STREAM | 2024

- Karnataka State Department of Pre-University Education
- St. Aloysius College, Mangalore, India

SSLC | 2022

- Karnataka School Examination and Assessment Board
- St. Joseph's Joyland English Medium High School, Kolya, Mangalore, India

CERTIFICATE COURSE

Certificate In MS Word, Excel, and Tally Prime with GCC VAT

- Manipal Institute of Computer Education

CORE SKILLS

- Customer Service
- Product Knowledge
- Merchandising
- Sales Support
- Inventory Management
- POS Handling
- Communication Skills
- Relationship Building
- Stock Replenishment
- Visual Display
- Team Collaboration
- Retail Operations
- Goal Orientation

KEY SKILLS

Team Work Work Ethic Effective Communication Leadership Quality
Critical Thinking Active Listening Task Prioritization
Problem Solving Ability Multitasking Conflict Resolution Flexibility

WORK EXPERIENCE

SALES ASSOCIATE | 6 Months

MK AHEMAD SUPER MARKET, BANGALORE, INDIA

Key Responsibilities

- Delivered excellent customer service by assisting shoppers with product selection.
- Managed inventory levels and ensured timely stock replenishment.
- Handled billing and operated POS systems efficiently.
- Maintained product displays in alignment with merchandising standards.
- Resolved customer queries and complaints professionally.
- Collaborated with team members to meet daily sales targets.

SALES ASSISTANT - PART-TIME | 5 Months

DIAPER ZONE, BANGALORE, INDIA

Key Responsibilities

- Assisted customers in locating and selecting appropriate baby care products.
- Maintained organized and visually appealing shelf displays.
- Handled basic billing and cash transactions during peak hours.
- Supported stock checks and inventory audits.

CORE COMPETENCIES

- Skilled in engaging with customers to understand their needs and deliver tailored product recommendations.
- Quick learner with the ability to understand product features and benefits to support effective selling.
- Capable of maintaining attractive and organized product displays to boost customer interest and sales.
- Basic knowledge of billing procedures and transaction processing using POS systems.

COMPUTER PROFICIENCY

- MS Office
- Basic Operations
- Internet & Email
- Tally

LANGUAGES KNOWN



INTERESTS



Songs



Travelling



Reading

PERSONAL DETAILS

Gender	: Male
Date of Birth	: 18/06/2006
Nationality	: Indian
Marital Status	: Single

PERSONAL STRENGTH

- **ADAPTABILITY** – Quickly adjusts to new environments and job responsibilities with a positive attitude.
- **PUNCTUALITY** – Consistently meets deadlines and maintains a disciplined work schedule.
- **TEAM PLAYER** – Works collaboratively with others to achieve common goals efficiently.
- **HARDWORKING** – Committed to putting in the necessary effort to complete tasks effectively.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SIBAH UMMAR ABBA