



# SUHAIL SHEIKH

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K9 JK Ashiyana Near Macca Masjid GTB Nagar Kareli  
Allahabad UP 211016 INDIA.

## COVER LETTER

[Hiring Manager's]  
[AL MUNAJEM]  
[SAUDI ARABIA]

Dear Mr. Hiring Manager's,

I am writing to you today concerning the open position for **SALES cum Driver**. Because I have been seeking such a role, I was delighted to see this role advertised and would like to submit my application because I believe I would be a perfect fit for the job.

I have **5** years of experience as a **Sales** in the fast-paced **FMCG & RETAIL** industry and have worked for Sales. My primary role was using the **Point-Of-Service (POS)** Provided exemplary customer service, and assisted customers to locate their requested items. I believe that working at Sales has given me substantial experience at operating POS terminals, Managing customer concerns to provide them with a first-rate shopping experience.

I can assure you that I am a responsible and diligent worker with a passion for making customers feel valued, at ease, and welcome. I would be thankful for the opportunity to interview with you and can be reached at (+917860544541) or at suhail.sheikh1987@gmail.com.

Thank you for your time, and I hope to hear from you soon.

Sincerely,

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## OBJECTIVE

To join an interactive organization that offers me a constructive Work place to enhance my professional skills and use my engineering and interpersonal skills which can help me to enhance my knowledge for the development of self and organization.

## EXPERIENCE

Jan 2008  
- Dec  
2013

- **Sales Excutive**  
SAA Computer Consultancy  
Salesman & System Maintenance. SAA Computer Consultancy Work as Salesman & System Maintenance From "SAA Computer Consultancy" Allahabad January 2008 to Dec 2013.

Jan 2014  
- Mar  
2016

- **Sales Excutive cum Cashier**  
GCC Kako Riyadh KSA  
Work as Sales Excutive cum Cashier (**FMCG & Retail**) from **GCC Kako Saudi Arabia Riyadh** in January 2014 to March 2016

May  
2016 -  
Dec 2019

- **Salesman**  
Big Bazaar  
Work as a **Salesman (Retail)** from "**Big Bazaar**" from Allahabad January 2016 to Dec 2019.

Aug 2021  
- Nov  
2023

- **Sales cum Driver**  
Ramson Purfume Co.  
Work as a **Sales cum Driver (Retail)** from **RAMSON Co.** From Allahabad August 2021 to Nov 2023.

## EDUCATION

2005

- **High School (10)**  
U.P. Board Allahabad  
2nd

2007

- **Intermidiate (12)**  
U.P. Board Allahabad  
1st

2010

- **B.A**  
Kanpur University  
2nd

## SKILLS

Good communication skills and willingness to learn. Have good inter-personal skills as well as leadership qualities and ready to take challenges. Good team player as well as good thinker & Good listener. Believe in positive attitude & Hard work. Self motivated, passionate & Ability to work independently and under pressure.

Sales & Marketing

100%

100%

## INTERESTS

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- Sales cum Driver
- Sales Executive

## LANGUAGES

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- Arabic
- English
- Hindi

## RESPONSIBILITIES

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- **Van Salesman Responsibilities:**

Driving a van and selling products to customers.

Delivering purchase orders and informing existing customers of new products.

Increasing sales by promoting products and analyzing competitor behavior.

Signing sales contracts, taking purchase orders, and collecting payments.

Accounting for the safe and timely delivery of purchased products.

Maintaining sales and delivery records, as well as meeting sales targets.

## VACCINATION DETAILS

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- Vaccine Name : COVISHIELD  
Date of 3rd Dose : 01-11-2022  
Vaccination Status : **Fully Vaccinated (2 Doses) and a Precaution Dose**

## PERSONAL INFORMATION

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- Father Name. : (Late) Mr. Mahtab Alam  
Mother Name. : (Late) Mrs. Shameem Bano  
Age. : 32  
Gender. : Male  
Status. : Single  
Hobby. : Cooking

## PASSPORT DETAILS

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- Passport Category. : ECNR  
Old Passport No. : J0151949  
New Passport No. : W1951181  
Issu Date. : 05/08/2022  
Exp Date. : 04/08/2032  
Place of issu. : LUCKNOW



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