

Mohammad Abdul Waseem

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DOB: - 11-08-1990 (34 Years)

Iqama No: - 2608866741 (Iqama Can Be Transferable)



Objective

Experienced and dynamic professional with over 11 years of proven expertise in sales, recruitment, and office administration. Demonstrated success in driving business growth, building client relationships, and delivering end-to-end recruitment solutions across various industries. Skilled in managing daily office operations, coordinating with internal teams, and maintaining high standards of organizational efficiency. A results-driven team player with strong communication, multitasking, and problem-solving abilities.

Education

Bachelors in Computer Application

Vidya Dayini Degree College, India (2012)

Skills

- Communication
- Customer service
- Inventory Management
- Sales
- Technical Recruitment
- Financial management
- Team player

Experience

Departmental store

Apr 2023 - Mar 2025

Owner

Responsibilities

- Oversee daily operations, including opening and closing procedures, to ensure the store runs smoothly and efficiently.
- Manage financial aspects such as budgeting, payroll, and accounting to maintain profitability.
- Implement marketing strategies to attract new customers and retain existing ones, including promotions and advertising.
- Ensure compliance with health and safety regulations to provide a safe shopping environment for customers.
- Negotiate with suppliers and vendors to procure inventory at competitive prices, while maintaining quality standards.

Alois Technologies Pvt Ltd

Feb 2022 - Mar 2023

Senior Technical Recruiter Responsibilities

- Serving direct as well as process requirements through implementation partners.
- Analyzing the requirements received from clientele
- Sourcing profiles through Job Portals (Monster, Career Builder), internal reference, Job Posting, SATS (ATS) and social networking sites.
- Responsibilities also included, confirming the work eligibility of candidates and negotiating pay. Input accurate information into the ATS (Applicant Tracking System)
- Screening resumes
- Coordinating interviews with the hiring managers

- Following up on the interview process status
- Assist the management in organizing, planning and implementing strategy Well versed with W2

Intigrow

Feb 2021 - Jan 2022

Recruiter

Responsibilities:

- Assisting in sourcing the talent and conducting initial phone screens as well as walking the candidate through the company's hiring process.
- Source candidates through major online job boards and other creative means.
- Posted the Requirements on the Job sites, (Indeed, Monster, Dice, Zip-Recruiter and C.B).
- Conduct interviews to assess and evaluate the skills and competencies of candidates as per client requirements.
- Prepare candidates and format resumes exceeding client expectations.
- Open to learning new technologies through research.
- Working extensively on Ceipal ATS.
- Responsibilities include direct sourcing from the Internet, postings, Boolean search strings, and cold calling.

Saud Abdul Aziz Al saif Trading Est.

Jan 2016 - Dec 2020

Showroom Manager / Cashier

Responsibilities:

- Handling a 3K Square Feet Store.
- Responsible for Managing the whole floor to ensure smooth functioning of work and ensure that people work as a team with good interpersonal relationship.
- Responsible for Pre-opening procedure-opens store in the morning and closing the store as per closing procedure.
- Responsible for overall department operations & sales target.
- Responsible for upkeep of the shop floor, stock room, bins, fixtures, till points.
- Responsible for the maintenance of floor, housekeeping, electrical fixture and fitting.
- Responsible for sales promotion and to plan different strategies to make the promotion a successful one.
- Planning on Monthly & weekend promotion in coordination with merchandising team
- Adherence of Store Process as per the SOP
- Responsible for to impart product, customer service and till training to new sales associates.
- Ability to handle complaints and deal with demanding customers with tact diplomacy.
- Negotiating marketing activities and promotions.
- Taking customer payments in cash or via credit cards.
- Implemented team Performance reviews to high standard.
- Influenced change to drive results, whilst maintaining brand integrity.
- Operating till and greeting customers.
- Contacting prospective clients by phone and email.
- Willing to approach customers and able to close a sale.
- Developing and maintaining a strategic relationship with key accounts.
- Greeting customers who enter the shop.
- Serving and advising customers.

Makro Technologies

Nov 2013 to Jan 2016

Recruiter

Responsibilities:

- Assisting in sourcing the talent and conducting initial phone screens as well as walking the candidate through the company's hiring process.
- Manage the complete full-cycle recruiting process for multiple candidates and job requirements, from sourcing and screening to placement and follow-up.
- Source candidates through major online job boards and other creative means.
- Posted the Requirements on the Job sites, (Indeed, Monster, Dice, Zip-Recruiter and C.B).
- Conduct interviews to assess and evaluate the skills and competencies of candidates as per client requirements.

Interests

- Fitness training
- Swimming
- Playing cricket

Languages

- English
- Arabic
- Urdu