

Mohmadnayeem Sidhi

Sales Assistant

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Languages

Urdu

English

Gujarati

Hindi

About

With over 8 years in retail, I've excelled in sales and customer service roles. Skilled in handling customer queries, guiding product selection, stock management and operating tills, I thrive in diverse environments due to my flexibility.

BRANDS WORKED WITH

Argos

Hawthorn Hotel

Maplin Electronics

Plasto Products Engineering Works

Ramada Hotel & Suites

Experience



● Sales Assistant

Argos | Oct 2023 - Now

- Handling customer queries & guiding them to select right products as per their requirement.
- Handling Stock take.
- Operating Tills.
- Internally transferring stocks to different locations.
- Make arrangements for reserved product's.
- Arrange delivery to be sent to customer.



● Assistant Purchase In charge

Ramada Hotel & Suites | Sep 2019 - Aug 2022

- Responsible for procurement of all hotel requirements.
- From getting Inquiry till closing of Local Purchase Orders.
- Excellent communication skills with team members.
- Negotiating on AMC renewals.
- Organising innovative programmes to increase staff productivity.
- Managing team to follow up for short supply.
- Reviewing the progress and growth of the team on a daily, weekly and monthly basis.
- Onboarding new suppliers and negotiating prices.
- Managing the smooth running of deliveries.
- Ensuring we are making cost-effective decisions.

● Purchase Executive

Hawthorn Hotel | Sep 2013 - Aug 2019

- Plan with HOD for all requirements in advance.
- Coordinate with multiple departments and manage full details of requirements. Tackling Annual Maintenance Contract for renewals.
- Responsible for procurement of all hotel requirements.
- Managing team to follow up for short supply.
- Working on bringing new suppliers at the best value for money.
- Working on regular items contracts.
- Article & Supplier creation.
- Visiting Hotel Shows & Gulf Food events for new products & suppliers.
- Preparing LPO & sending to supplier.

● Sales Advisor

Maplin Electronics | Jan 2008 - Nov 2011

- Handling multiple customers simultaneously.
- Providing customers with alternatives if existing products are out of stock.
- Achieving upselling sales targets.
- Reporting and reviewing achievement of sales targets with the store manager.
- Efficiently completed sales transactions, minimising long register queues.
- Clearly explained product benefits and value, engaging customers.

- **Sales Officer**

Plasto Products Engineering Works | Jul 2004 - Aug 2007

- Handling customer queries and supporting internal stakeholders.
- Call customers for after sales service.
- Successfully dealing with leads and liaising with Sales team to convert them into customers.
- Arranging demonstrations for customers.
- Working with internal stakeholders to provide excellent customer service.

Education & Training

2008

- **City of London College**

Post Graduate Diploma in Management,

2004

- **Veer Narmad South Gujarat University**

Bachelor of Commerce,