

Applying for the post of Sales Assistant

MOHAMED SHAFEEQ .V.H.

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Aspire to pursue challenging assignments in the field of Finance with a frontline organization in Gulf and India.

Area of expertise ERP System

- **SAP**
- **ORACLE**
- **TALLY, MS OFFICE**
- **ARABIAN ERP SYSTEM**

THE CAREER SCAN

Grand Fresh Hyper market (International Group) Focus mall Calicut working as a Sales manager From Sep 2020 to till date.

- **Expertise in business administration and customer focus, Tracking Expenses, Pricing policies and Vendor Relationships and aware Market Knowledge.**
- **Greeted and interacted with customers to determine their product requirements**
- **Cashiering as per the SOP.**
- **Open and close the register, monitoring cash limits and ensuring quality customer service**
- **Focus customer satisfaction and maximum sales.**
- **Prepare and control the stores budget aiming for minimum expenditure**
- **Deal with complaints from customers to maintain the stores reputation.**
- **Making order placement and received item and checked with PO and Provide GRN**
- **Plan and oversee in store promotional events or displays**
- **Keep SOP can include opening and closing hours, separately for customers and employees handling the products and so on.**
- **Maintains store staff training for all levels.**
- **Formulates pricing policies by reviewing merchandising activities**
- **Dealing with customer queries and complaints**
- **Protects employees and customers by providing a safe and clean store environment**
- **Open and close the register, monitoring cash limits and ensuring quality customer service.**
- **Monthly maintaining merchandising check list and verify the expiry products**
- **Verify Merchandise the products in specified counter as per First in First out (FIFO) method**
- **Supervising and checking in the floor and asking to remove the expiry products as per the date.**
- **To check always maintain the highest standard of hygiene & hospitality.**

Woqod (Qatar fuel -Sidra Restaurant & Refreshment stores) in Qatar Worked as a Cashier cum Sales man From Sep 2018 to Sep2019

- Greeted and interacted with customers to determine their product requirements
- *Provided high quality customer service to clients*
- Make an Bat heel order(Star bucks Coffee items,cakes,sandwich,burger, coffee and tea)
- Open and close the register, monitoring cash limits and ensuring quality customer service.
- Maintaining stocks in the Floor (shevels or Gondola) and the inside stock area as per the sales.
- Making an order as per the sales requirements
- Keep maximum grocery items as per the sales.
- Supervising the team members and maintain high level of sales with 100 per cent customer satisfaction.
- Arranging the display of the products with team members.
- Frequently check the Expiry sheet of the team members as well as in the floor.
- To check always maintain the highest standard of hygiene & hospitality.
- Verify Merchandise the products in specified counter and help to team members.
- Update all employees credit slips on day-to-day basis in excel sheet.
- Tallying all customer payment slips at the end of the shift.
- Tallying cash and sodexo gift vouchers
- Closing the shift and make an entry of cash in Excel sheet.
- Arrange the sales cash for Banking.
- Received products from the supplier and keen in to the ERP system Oracle.
- Provide GRN to the supplier for received products.
- Check the receiving products date, quality, and quantity and expiry date.
- Provide GRN to the supplier.
- Merchandise the products in specified counter.
- Cash reconciliation on day to day basis.
- Arranging shift closing cash for banking in excel sheet.
- Attend and solved the query of the customer.
- Provide the details of the products to the customer.
- To get the order from the customer through phone.
- Explain about the product to customer.
- Good relationship with customer and good team work.
- Provide all the details about the products.
- Handled query mails and reply back on time.
- Handled query call from the customers.
- Educate new joiners.

Mohamed salehaliqarni (MQC, Super Market JEDDAH, KINDOM OF SAUDI ARABIA (KSA)

Worked as a Cashier. Since 07th Nov 2014 to 30th Nov 2016

- Greeted and interacted with customers to determine their product requirements
- Provided high quality customer service to clients.
- Cashiering as per the requirements.
- Provide order to the supplier.
- Maintain stocks in the floor.
- Receive the order from through email and phone.
- Receiving the products in Arabian Erp system and provide delivery notes.(GRN)
- Any other related duties/projects assigned by the senior Manager
- Audit the GRN which were processed in ARABIAN ERP SYSTEM on daily basis.
- Placed bakery items order and keen Erp system.
- Arrange the Transport to the customers and delivery the products on time to the site.
- Maintains vehicle records file and send to expenses details and maintenance details to the manager on monthly basis
- Send the vehicle trip details, on the daily basis to Manager. (Trip log contains customer details and to and from details and rent cost and driver details)
- Analysis daily vehicle details and keen the details to ERP SYSTEM.
- Response queries of customers and suppliers via email and phone.
- Arrange the Transport to the customer and delivery the products on time to the site.
- Prepare drivers trip details on daily basis and report to the manager.
- Assist and cover the leave replacements of the other staffs in transport team
- Arrange product cost details with outside customers.

01st Mar 2007 to May 2013 worked at Accenture (MNC –US) Sholinganallur, Chennai, INDIA.

Job profile: Senior process analyst.Client name: Amazon is one of the leading online retailers (US), WORKED as a Senior Analyst.

- Acquire product knowledge in the market and provide the details to customers.
- Frequently provide the best price to the customer in the challenging market.
- Get the order and placed the product.
- Provide the product details to the customer on time.
- Verify the order placed details and e – mail to the customer.
- Arranged the products from the market as per the customer requirements
- Reply to the customer e-mails.
- Handled query mails from the clients.
- Timely response to the business activities.
- Share the knowledge and educate the new joiners to meet their requirements
- Create a backup and being a backup for the process
- Ensure DTP are up-to-date
- Prepare dash board updates
- Frequently communicate with client and solve the problems.
- Prepare control charts
- All month end activities are processed as per service level agreement
- Ensure DTP are up-to-date

Nilgiris Supermarket (2004 to 2006), Chennai vadapalani branch worked as an Cashier cum Cashier Cum Account asst.

- *Prepare voucher against the supplier invoices and passed journal entries in to tally 6.3.*
- *Cashier as per requirements*
- *Prepare manual cheques to supplier and provided.*
- *Collect all gift vouchers from the cashier and send to the Sodexo and ticket teams.*
- *Make entry in Excel and tallied cash register at the end of the day from cashier.*
- *Help to receiving team for requirements.*
- *Provide Support to purchase team for stocks orders and make a call to supplier.*
- *Help to cashiers for requirements.*
- *Frequently check the floor for product availability in the Shelves.*
Provide immediate cheques to Nilgiris head office for Dairy items

QUALIFICATION

BCOM (CS) CTM COLLEGE OF ARTS & SCIENCE. UNIVERSITY OF MADRAS, CHENNAI, INDIA.

COMPUTER PROFICIENCY

- *-Diploma in office automation (DOA), CSC computer education, Chennai.*
- *-Diploma in computer application (DCA), IFG computer education, Chennai.*
- *-Computer aided accounting management, Shankers academy, Chennai.*
- *-MS OFFICE, CSC computer education, Chennai.*

PERSONAL PROFILE

- **LANGUAGE PROFICIENCE** : ENGLISH, TAMIL, ARABIC, MALAYALAM.
- **PASSPORT NUMBER** : P9873507 (Exp - 2027)
- **Dob** :13/10/1981
- **MARITAL STATUS** : MARRIED
- **MOTHER NAME** : AYISHA.P.M.
- **FATHER NAME** : HAMSA.V.K.

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge.

MOHAMED SHAFEEQ.V.H