

## **Applying for the post of Sales Assistant**

**MOHAMED SHAFEEQ .V.H.**

**Vemmarath kulangara,**

**Madatil paadam,**

**Karuvanthiruthy, Feroke, Calicut.**

**PH: +91 7025378796**

**E - Mail - [mshafeeq1310@gmail.com](mailto:mshafeeq1310@gmail.com)**

**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**

# Refoc Trading Company Pvt. Ltd.

First Floor, Grand Tower, Near Civil Station,  
Wayanad Road, Calicut 670020 GSTIN 32AAFRCR3545P1Z2



Date: 17/09/2020

## Letter of Appointment

**Ref:**

**To**

**MOHAMMED SHAFEEQ**

**VEMMARATH**

**MADATIL PAADAM**

**FEROKE**

It is our pleasure to inform you that you have been appointed as **FLOOR MANAGER TRAINEE** at **GRAND FRESH PANNIYANKARA** from 17<sup>TH</sup> September 2020, with the remuneration of **Rs.15000/** under the following terms & conditions of employment. Your work hours will be from **11.00 AM TO 09.30 PM**. You have one eligible leave and four fixed offs in a month. Your training is scheduled at **FOCUS HYPER MARKET** for a period of 15 days from **17/09/2020 to 02/10/2020**, under **Manager**. Your appointment with the organization will be confirmed after the successful completion of the probation period for three months. You are requested to submit a signed copy of this letter to the **Store Manager** on the date of joining.

**FOR REFOC TRADING COMPANY PVT. LTD.**

**REFOC TRADING COMPANY PVT. LTD.**  
FIRST FLOOR, GRAND TOWER  
NEAR CIVIL STATION, CALICUT- 673 020  
**HR DEPARTMENT**  
GSTIN: 32AAFRCR3545P1Z2

17/09/2020

CS92162



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The Senate of the University of Madras hereby makes known that **MOHAMED SHAFEEQ V H** has been admitted to the **DEGREE OF BACHELOR OF CORPORATE SECRETARYSHIP**

he / she having been certified by duly appointed Examiners to be qualified to receive the same and was placed in the **SECOND CLASS** at the Examination held in **OCTOBER 2002**

சென்னைப் பல்கலைக்கழகப் பேரவை, 2002 ஆம் ஆண்டு அக்டோபர் மாதம் நடந்த கூட்டாண்மைச் செயலியல் முகமத் ஷபீக் வி.எச். இரண்டாம் வகுப்பில் தேர்வில் என்பவர் தேர்ச்சி பெற்றார் என்று தக்க தேர்வாளர்கள் சான்றளித்தபடி, கூட்டாண்மைச் செயலியல் இளையர் என்னும் பட்டத்தை அவருக்குப் பல்கலைக்கழக இலச்சினையுடன் வழங்குகிறது.

Given under the seal of the University



*[Signature]*  
Controller of Examinations  
தேர்வாளையர்

*[Signature]*  
Registrar  
பதிவாளர்

*[Signature]*  
Vice-Chancellor  
துணைவேந்தர்

Dated: **09-10-2003**  
நாள்:

Chepauk, Chennai 600 005, Tamilnadu, India  
சேப்பாக்கம், சென்னை - 600 005, தமிழ்நாடு, இந்தியா

2K-2/

058494



May 30, 2013

Mohammed Shafeeq  
Employee ID: 10362209

Dear Mohammed Shafeeq,

This is with reference to your resignation letter dated **March 1, 2013**. You are relieved from your duties with Accenture Services Private Limited ( hereinafter referred as "Accenture") with effect from the close of business hours of **May 3, 2013**. This letter confirms the following details of your employment with us:

Date of joining: **March 1, 2007**  
Career level/title: **Senior Process Associate**  
Reason for exit: **Resignation**

You agree that no amounts are due and owing to you by Accenture. Your benefits (including any insurance coverage you were eligible for during your employment) have been terminated as of **May 3, 2013**.

In consideration of the foregoing, you hereby release Accenture and its affiliates from any and all claims, known and unknown, that you may have, which you, at any time heretofore, had, which you, at any time hereinafter, may have against Accenture and/or its affiliates or which you may have otherwise in connection with your employment with Accenture. Further, except where such waiver is prohibited by law, you hereby waive your right to accept any relief or recovery from any charge or complaint before any national, central, state or local court or administrative agency against Accenture and its affiliates. You agree that nothing herein shall be deemed or construed at any time or for any purpose as an admission of any liability of unlawful conduct by Accenture or its affiliates of any kind.

You confirm that you have returned to the Accenture all materials (tangible or intangible) in your possession, custody or control and provided to you or created in the course of your employment with Accenture (including all credit or charge cards, keys and personal computers).

You agree to assist and cooperate with Accenture upon reasonable request with disputes which may arise or have arisen now or in the future where you have relevant knowledge in relation to that dispute. Such assistance and cooperation may include, without limitation, attending meetings, providing statements and acting as a witness for Accenture or its affiliates.

You agree that, notwithstanding the cessation of your employment with Accenture, some of your obligations (including, without limitation, the confidentiality and intellectual property obligations) with Accenture under the terms of employment shall continue in full force and effect. This letter constitutes the full and complete understanding between you and Accenture regarding the termination of your employment contract.

We wish you success in your future endeavors.

Sincerely,

Pushpa N Nalavade  
India Lead - Accenture Business Services - HR Shared Services