
Abdul Razak Akbar

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Visit Visa Expiry Date: November 2024



PROFILE SUMMARY

A results-driven and Experienced Store In charge. Proficient in managing inventory, organizing materials, and supporting shop floor operations. Skilled in maintaining accurate records, assisting with material handling, and ensuring a well-maintained and organized warehouse. Dedicated to supporting production efficiency and meeting project deadlines in a fabrication environment.

EXPERIENCE

Union Trade Sons Est., Saudi Arabia

Designation: Senior Store In charge

May 2022 – Nov 2023

- ✦ Oversees receipt and verification of incoming shipments, storage, and issuance of materials in compliance with company procedures and safety regulations.
- ✦ Conducting regular inventory audits to maintain accurate stock levels and prevent discrepancies.
- ✦ Communicating the results of inventory reviews to manager, collaborates with manager to schedule future shipments
- ✦ Ensuring orderly storage of incoming shipments and finished goods, maintains detailed records of available products and their storage locations.
- ✦ Implementing efficient storage solutions to maximize space utilization and facilitate easy access to inventory items.
- ✦ Coordinating with purchasing and procurement teams to ensure timely replenishment of stock and minimize stockouts.
- ✦ Collaborating with other departments to fulfill material requisitions and support production schedules

Othman Yousuf Al Yousuf Est., Saudi Arabia

Designation: Store In-charge

Sep 2018 – April 2022

- ✦ Managed day-to-day store operations, ensuring efficient customer service and sales growth
- ✦ Supervised and trained a team of 10 sales associates, cashiers, and support staff
- ✦ Maintained high levels of customer satisfaction, resolving complaints and ensuring excellent service
- ✦ Controlled inventory levels, ordered merchandise, and minimized stock discrepancies
- ✦ Achieved sales targets through effective promotions, visual merchandising, and team motivation
- ✦ Ensured accurate cash handling, managed floats, and balanced tills
- ✦ Implemented store security and safety protocols, reporting incidents and maintaining a safe environment
- ✦ Analyzed sales data, compiled reports, and provided insights to improve store performance
- ✦ Maintained attractive store displays, including window displays and in-store promotions

Weishen Industrial Services Pvt. Ltd., Singapore

Designation: Store In-charge

April 2014 – Aug 2018

- ✦ Managed store opening and closing procedures
- ✦ Coordinated visual merchandising and window displays
- ✦ Conducted employee performance evaluations and training
- ✦ Maintained accurate inventory records and controlled stock levels
- ✦ Implemented customer service standards and handled customer complaints
- ✦ Supervised cash handling and managed store budgets
- ✦ Ensured compliance with company policies and procedures
- ✦ Analyzed sales data and implemented sales growth strategies
- ✦ Maintained store appearance and ensured a safe working environment
- ✦ Managed employee schedules and absences
- ✦ Implemented loss prevention strategies and investigated incidents

TECHNICAL SKILLS

- ✦ Inventory Management
- ✦ Market Research & Analysis
- ✦ Technical Documentation and Presentation

STRENGTHS

- ✦ Entrepreneurial Skills
- ✦ Design Thinking
- ✦ Decision making and leadership skills
- ✦ Team player and motivator
- ✦ Meeting deadlines and being optimistic
- ✦ Negotiation Skills

PERSONAL PROFILE

Father's Name : Akbar
DOB : 16-11-1991
Nationality : INDIAN
Marital Status : Married
Languages Known : Hindi, English, Arabic, Urdu, Tamil, Malayalam

PLACE : DUBAI

DATE : 04-10-2024

(Abdul Razak Akbar)

Signature