SYED ADAM

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Indian

EDUCATION

SSLC
Sri Ramakrishna Vidhyasala Higher secondery ,
Chidambaram-Tamilnadu ,
India, India
2009

LANGUAGES

English: B2

Upper intermediate

Hindi: C1

Advanced

Malayalam: B2

Upper intermediate

Tamil: C1

Advanced

Arabic: A1

Beginner

Urdu: C1

Advanced

PROFESSIONAL SUMMARY

CAREEROBJECTIVES To be proficient in the designation assigned, improving my skills and contribute knowledge for the growth of the company. Proficient Store Manager dedicated to hiring top-notch sales associates and maintaining smooth, efficient and highly successful store operations. Organized and effective at encouraging staff cooperation and productivity to meet and exceed objectives. Born leader and analytical problem-solver with proven team building and management success.

WORK HISTORY

December 2012 - Current
Jumal Majid Group, GENAVCO SPARE PARTS - Store keeper , Dubai , United Arab Emirates

- Trained staff to maximise sales and deliver on store targets.
- Managed stock within set minimum and maximum levels to serve customers without over-extending finances.
- Led monthly stock-take and inventory-count activities, resolving discrepancies.
- Receive, unload, and process incoming stock and materials
- Keep records of items shipped, received, or transferred to another location
- Operate and maintain warehouse equipment.

SKILLS

- Provided excellent customer service by responding to customer requests and ensuring contractual obligations are upheld.
- Performed accurate data entry, and maintained all appropriate documentation as required for reporting and auditing.
- Have experience working in MS Excel.
- Experience with inventory promotions; this knowledge can easily be applied to Stocking decisions.
- Knowledge of and familiarity with cash handling practices and procedures.

- Rapport with co-workers and enthusiasm for building a community atmosphere at Work Self-development oriented.
- Managed all inventory items using rig inventory control system to ensure correct max-min levels were maintained.
- MS Office (Excel, Word. Outlook & Powerpoint)
- Other Utilities
- Hardware & Networking (ADCHN).