



# Ahemmedkutty AK

Motivated Retail Store Supervisor skilled in leading teams to achieve sales targets and deliver exceptional customer service. Strong background in inventory management, staff training, and visual merchandising. Proficient in resolving conflicts, enhancing team performance, and driving operational efficiency. Committed to creating positive shopping experience and fostering collaborative work environment.

## CONTACT

- 📍 Calicut, India 4188
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## SKILLS

- Sales monitoring
- Customer Service
- Inventory management efficiency
- KPI tracking
- Stock control procedures
- Staff supervision
- Merchandising strategy
- Product ordering
- Shift scheduling
- Microsoft office suite competency
- Retail merchandising
- Cash-handling expertise
- Purchasing procedures
- Quality Control
- Stock loss prevention techniques
- Stock management
- Retail sales analysis

## PERSONAL INFORMATION

- Passport Number: W4120892
- Mothers name: FATHIMA
- Date of birth: 1984-05-03
- Nationality: India
- Marital status: Married

## LANGUAGES

## WORK HISTORY

### *Retail Store Supervisor*

ADNOC - Abdhabi, UAE

- 06/2009 - Current
- Maintained precise financial records at point of sale.
- Set selling prices for entire product range.
- Monitored shelf life of merchandise to ensure quality.
- Received goods and created GRVs.
- Verified accuracy of quantities and pricing.
- Executed banking tasks efficiently.
- Handled cash deposits on a daily basis.
- Reported daily updates to the head office regarding sales figures and banking activities.
- Developed and maintained strong relationships with customers, suppliers, and the local community, enhancing the store's reputation and success.
- Oversaw the implementation of promotional campaigns, ensuring accurate setup and execution to drive sales and customer engagement.
- Conducted regular performance reviews, providing constructive feedback and personal development plans for team members.
- Supervised daily retail operations, including inventory management and visual merchandising, to maximise sales and profitability.


### *Financial Accountant*


Fero Ply - Calicut, Kerala, India


- 02/2008 - 06/2009
- Company Overview: One of the wholesale dealers of plywood.
- Handling of computerised accounting up to finalisation.
- Handling the day-to-day bank-related tasks of the company.
- Reconciliation of bank statements and debtors' accounts.
- Preparation of receivables and payables lists.
- Ensuring on a monthly basis that all accounts are reconciled and disputes are immediately highlighted and resolved.
- Preparation and submission of financial reports, overall control of accounts.


### *Financial Accountant*

ERAKKODAN HARDWARES AND TILES - Calicut, Kerala, India

English: C2  
  
 Proficient

Malayalam: C2  
  
 Proficient

Arabic: B1  
  
 Intermediate

Hindi: B2  
  
 Upper Intermediate

## HOBBIES AND INTERESTS

- Playing football
- Swimming

04/2006 - 02/2008

- Company Overview: One of the Whole sales Dealer of Floor & wall tiles and sanitary wares
- Creating a Purchase & sales Invoice
- Handling receipt and payment Vouchers
- Monitoring Customers Receivable List
- Checking and accounting of Supplier Invoices
- Submitting Invoices with supporting documents.
- Generated financial statements documenting revenue, expenses and liabilities.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Prepared detailed monthly financial reports, including balance sheets and profit and loss statements, for senior management review.
- Evaluated account information to prepare asset, liabilities and capital account entries.
- Oversaw accounts payable and receivable, ensuring timely processing of invoices and payments to maintain cash flow.
- Maintained updated chart of accounts following correct procedures and including current, accurate details.
- Reconciled monthly bank statements and resolved discrepancies.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Used Excel spreadsheets and freshbooks software to manage clients and projects, reducing errors and optimising process.
- Monitored accounts payable and receivables to calculate expenses and revenue.

## EDUCATION

2006

Computer Financial Accounting  
 GIIT - Calicut, India

2004

DCA Diploma computer Application  
 Computer college of India - Mukkom, India

03/2001

Higher Secondary Certificate

03/1999

School Leaving Certificate