



AMAL. M

Deira UAE

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PROFILE

I have the ability to take on challenging tasks with a positive and progressive attitude. I firmly believe that challenges, tasks and tough situations are not hurdles but steppingstones to the pinnacle of success. A high level of involvement and perseverance are my positive points.

WORK EXPERIENCE

Buying Coordinator, Manomi agencies

2023-2024

- Monitor the proper sales and stock details.
- Reordering activity
- supplier dealing and promotion implementation
- proper monitoring of stock movement

Buying Assistant, Happy Jam

2022-2023

- coordinating with the senior buyer, regarding the buying activities.
Maintaining strong relationship between suppliers
- coordinating with the senior buyer regarding the re order activities.
- arranging supplier meeting and forecasting accordingly

Accountant

- Quilon radios, kollam
- Accountants service society, cochin
- Galaxy marbles and granite's, kollam

Education

- | | |
|---|------|
| • Diploma in Corporate Accounts
Accountants service society, cochin- | 2015 |
| • G-ACCOUNTANT, Tally
G-TEC,, Kollam- | 2013 |
| •Secondary School
TKM HSS, kollam- | 2010 |
| • SSLC
St. Jude hss, kollam | 2008 |
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ADDITIONAL INFORMATION

SKILLS

Leadership, communication skill, problem solving, decision making, teamwork,

LANGUAGE

- ENGLISH
 - HINDI
 - MALAYALAM
- Passport details -No-R 1992827,
Dale of expiry -04/07/2027