



## Anil Kumar Puthiyaveettil

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### PROFESSIONALEXPERIENCE

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#### **Palm Hypermarket LLC (Muhasinah,Dubai)**

##### **Retail Operations Manager**

**Sept, 2019 – Nov, 2023**

- Team Leadership
- Manage Staff and assign duties
- Manage Inventory
- Manage Relationships with Customers and Vendors
- Maximize Sales
- Developing and achieving sales objectives

#### **Mars Supermarket LLC-(Abu Dhabi)**

##### **Store Manager**

**Apr, 2014 – July, 2019**

- Team Leadership
- Manage Staff and assign duties
- Manage Inventory
- Manage Relationships with Vendors
- Inventory Verification
- Warehouse inventory arrangement

#### **Al Roqa Fashion LLC**

##### **Accountant**

**Jan, 2010 – Jan, 2014**

- Inventory Management
- Stock Verification
- Daily Sales Cash verification and depositing in bank
- Manage Relationships with Customers and Vendors
- Daily Sales and Monthly Sales report preparation for management review
- Bank Reconciliation
- Credit sales report prepare and follow up on pending payment from customers

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### **EDUCATION**

- Bachelor of Commerce(Calicut University 1996)
- PGDCA(Post Graduate Diploma in Computer Application)

### **SKILLS & OTHER**

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#### **Detailed Knowledge of Microsoft Word, Excel Outlook**

**Visa Status : Resident Visa (Expire 28/11/2025)**

**Driving License : Valid UAE License**

**Age : 48 Years (01/04/1976)**

#### **Declaration**

In the light of above particulars, I am requesting you to provide me a chance in your esteemed organization and if I am provided, I shall make every effort to be worthy of the confidence placed in me.

Thanking You,

Yours truly,

**Anil Kumar Puthiyaveettil**