

MOHAMED AZARDIN M

BRANCH SUPERVISOR

11+ Years of experience



CONTACT :

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EDUCATIONAL QUALIFICATION :

- ✓ BBA (Marketing Management)
- ✓ BPP (Bachelor of Preparatory Program)

LANGUAGES KNOWN :

1. English (Advanced)
2. Arabic (Intermediate)
3. Hindi (Advanced)
4. Malayalam (Beginner)
5. Tamil (Advanced)
6. Urdu (Intermediate)
7. Kannada (Advanced)

COURSE COMPLETED :

- CNC (programming for lathe & milling).
- Food Safety Training.

AWARDS AND ACCOMPLISHMENTS :

- Best Cashier Award-2015
- Best Team Leader Award-2022

SKILLS :

Technical skills :

- ❖ Microsoft :
 - Word
 - Excel
 - Power Point
- ❖ Know to use JDA Software.

PROFILE SUMMARY :

Seasoned retail supervisor cum accountant with strong history of leading high-performance teams to meet and exceed sales, service and operational objectives. Innovative task-driven professional with **11 years** of experience in accounting, cash handling, cash maintenance and branch supervising. Dynamic and result-oriented person who provides confidential support to high level officials and maintaining polite relationship with customers.

WORK EXPERIENCE :

BRANCH SUPERVISOR - BINDAWOOD (2020-2023):

Worked as a branch supervisor in BINDAWOOD Hyper market, Jeddah, KSA (Kingdom of Saudi Arabia).

Key Role :

- In charge of whole branch operations.
- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- Managing finances and preparing an annual budget.
- Keeping records of expenditure, sales figures, and employee performance.
- Evaluating the supply and availability of stocks, and profit-margins.
- Implementing measures to avoid stock damages, theft, and wastage.
- Monitoring shelf stocks and product displays, and the general appearance of the store.
- Investigating market trends and offering products that would appeal to customers.
- Addressing customers' requests, comments, and complaints.
- Motivating employees to achieve targets.
- Training new staff members and scheduling shifts.
- Scheduling employee breaks, especially during busy periods
- Resolving customer challenges and issues
- Ensuring clean workspaces.

Key skills :

- Inventory Management
- Employee Supervision.
- Documentation and Recordkeeping.
- Team Building & Goal Setting.
- Time management.
- Resource Allocation & Store Promotion.
- Employee Scheduling & Performance Evaluation.
- Leadership skills & Decision making.
- Communication skills.
- Workflow Coordination.
- Bank Deposit Preparation & Report Generation.
- Sales Promotion & Sales Monitoring
- Point of Sale Systems & Cost Control
- Compliance Monitoring

CUSTOMER ACCOUNTANT – DANUBE (2016-2020) :

- In charge of 10-20 Subordinates(Cashiers). Dispensing cash drawers to each cashier at the beginning of each shift. Monitor the works of cashier on a daily basis.
- Creating and distributing cashier schedules and till allocation.
- Counting and storing the daily profits each day at the end of the night.
- Maintaining the Customer Relationship, Resolving the customer complaints and Providing Customer Satisfaction.
- Reconciliation of both cash and credit transactions made in a branch.
- Preparing reports for every cash register and Performing price checks.
- Resolving issues with point-of-sale (POS) systems

CASHIER – DANUBE(2012-2016) :

- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Provides pricing information by answering questions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Yours sincerely,

Date:

(Mohamed Azardin)