

HAFIS BASHEER

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CAREER OBJECTIVE

To obtain challenging and responsible position in an organization to the successful growth of which I will contribute using my abilities and knowledge and to achieve utmost faith and excellence in whichever area I work.

EXPERIENCE

BABY SHOP.

Kerala, India

SALES AND STORE INCHARGE | 01 January 2022 - 30 January 2023

KEY RESPONSIBILITIES

- Responsible for selecting supplier's, placing orders to suppliers, developing a responsive supplier base, and maintaining good supplier relations.
- Ensures that the shipments are inspected, sorted and stocked on shelves as needed.
- Responsible for overseeing the daily operations of store, making sure it runs smoothly and effectively.
- Responsible for Supplier's payments and daily accounts.
- Maintaining customer relations and make sure they are satisfied.
- Track orders and ensuring timely delivery.
- Responsible for purchase journal entry, data entry and other stock related works.

BABY SHOP.

Kerala, India

CASHIER CUM SALES MAN | 15 February 2021 - 30 December 2021

KEY RESPONSIBILITIES

- Responsible for billing, sales and daily accounts.
- Assistant to store manager, Make sure store runs effectively in absence of store manager.
- Selecting and suggesting options to purchaser.
- Keep track of inventory.
- Advertising and marketing.
- Responsible for purchase journal entry.

EDUCATIONAL QUALIFICATIONS

- Bachelor Program in Business Administration (Logistics & SCM) - 2020 from Albedo School of Business Management.
- HSS Humanities - 2017 HSE, Kerala
- SSLC - Board of Secondary Examination Kerala

PERSONAL SKILLS

- Excellent efficiency sales and customer service
- Excellent management, administrative and leadership.
- Flexible, Hardworking, Fast learner.
- Ability to lead and influence others.
- Multitasking
- Quality management
- Continuous learner
- Good communication skill

REFERENCE

SALAM K
Managing partner - BABY SHOP
Phone: +91 9447409072

PERSONAL PROFILE

Date of Birth : 04 /10/1999
Age : 23
Language : English, Malayalam, Tamil, Hindi
Nationality : Indian
Location : Dubai, UAE

Passport details

Issued Date : 21-09-2018

Date of Expiry : 20-09-2028

Passport No : S5293606

DECLARATION

I do hereby declare that the information provided above is true to the best of my knowledge and belief.

HAFIS BASHEER