

CONTACT

M.MOHAMED AATHIL

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PERSONAL DETAILS

- Date of Birth : 14.11.1994
- Marital Status : Single
- Nationality : Indian
- Religion : Muslim
- Passport : U0006190
- Gender : Male
- VISA STATUS : VIST VISA

OBJECTIVE

To be work in challenging career environment that stimulates my personal skills to achieve the professional growth set forth.

EDUCATION

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| 2015 | <ul style="list-style-type: none"><li>• <b>M.A.R Polytechnic College, Viralimalai, Pudukkottai</b><br/>Diploma In Computer Engineering</li></ul> |
| 2013 | <ul style="list-style-type: none"><li>• <b>Eden Gardens Hr Sec School</b><br/>12th</li></ul>   |

EXPERIENCE

- |                     |  |
|---------------------|--|
| 03.2016 - 03.2018   | <ul style="list-style-type: none"><li>• <b>CASHIER AND MERCHANDISER</b><br/>FEMINA SHOPPING MALL IN INDIA</li></ul>  |
| 04.2018 - 08.2023   | <ul style="list-style-type: none"><li>• <b>STOCK RECEIVER AND DATA ENTRY ( BACK OFFICE )</b><br/>FEMINA SHOPPING MALL INDIA</li></ul>                          |
| 09.2023 - 04.2024   | <ul style="list-style-type: none"><li>• <b>DOCUMENT CONTROLLER AND DATA ENTRY</b><br/>FAST TRACK CARGO IN DUBAI</li></ul>                                      |
| 05.2024 - TILL DATE | <ul style="list-style-type: none"><li>• <b>STOCK RECEIVER AND DATA ENTRY ( BACK OFFICE )</b><br/>ROYAL GRAND HYPER MARKET IN ABU DHABI ( TEMPORARY )</li></ul> |

SKILLS

- 1. High Self Motivation.
- 2. Team Management.
- 3. Microsoft Office. ( VLOOKUP, PIVOT TABLE )
- 4. Problem Solving and Decision Making.
- 5. System Handling.

JOB RESPONSIBILITIES

JOB RESPONSIBILITIES OF CASHIER:-

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle returns and exchanges

## **JOB RESPONSIBILITIES OF STOCK RECEIVER AND DATA ENTRY**

### **STOCK RECEIVER:-**

- Stock receive as delivery note with purchased order.
- Then Goods received as check date whether nearing expiry or short expiry and without damage.
- Expiry, nearing and damage goods return to Supplier ( purchase return ).
- Delivery note write in register note.

### **DATA ENTRY:-**

- Delivery note with goods using scanner entry in GA ( GOODS ACKNOWLEDGEMENT).
- Create Inventory code, price change and barcode sticker.
- And check Margin price for buying, selling and spl price if buying price is high inform to Supplier change the delivery note in easy way then GRN complete it ( GOODS RECEIPT NOTE ).
- Followup AFTER GRN write in register note.
- Weekly promotion set spl price and slab.
- Stock updation as physical and system correction it.

## **JOB RESPONSIBILITIES OF MERCHANDISER:-**

- Ensure that stores, shelves or websites are stocked with the right types and quantities of products.
- Display, arrange, taking signage ( price, spl price) and rotate products in store.
- Maintain store shelves as FIFO and removing goods are nearing and expiry or damaged products, checking signage products wise in display and shelf.
- Monitor store inventory based on sales and intake.
- Work and communicate with buyers, suppliers, stores, and distributors.

## **JOB RESPONSIBILITIES OF DOCUMENTS CONTROLLER AND DATA ENTRY:-**

- Copy, scan, typing and store documents.
- Check for accuracy and edit files, like contracts.
- Review and update technical documents (e.g. manuals and workflows).
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Create templates for future use.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization.
- Maintain confidentiality around sensitive information and terms of agreement.
- Prepare reports on projects as needed.

## **LANGUAGES**

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- 1. English.
- 2. Hindi.
- 3. Tamil.