

## PANJA HASAINAR ABDULLA

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Location: Jeddah, KSA



### Career Objective

To grow as a person professionally and personally with the company by achieving a common goal set by the organization and Pursue a career in the growing field of retailing, with a complete result oriented approach and a clear- cut intention to provide utmost satisfaction to the customers.

### Experience

**Organization** : Bindavoud Holding Group

**Duration** : Sep 2023 to Till Date

**Location** : Jeddah, KSA

**Designation** : Receiving Incharge

#### Duties & Responsibilities

- Supervise the unloading of incoming shipments, ensuring that all items are received in good condition.
- Verify the accuracy of deliveries against purchase orders, packing lists, or invoices, checking for discrepancies or damage.
- Report any non-conformance issues to the relevant departments for further action.
- Monitor inventory levels to identify potential shortages or overages.
- Oversee the organization and cleanliness of the receiving area to maintain a safe and efficient workspace.
- Ensure compliance with company policies, safety regulations, and standard operating procedures in the receiving area.
- Communicate effectively with suppliers, vendors, and transport companies regarding delivery schedules and issues.
- Import and export the goods from Regional center to store and from store to other stores.
- Coordinate with suppliers or vendors to resolve issues related to discrepancies, shortages, or damages.
- Conduct quality inspections of received goods to ensure they meet the required specifications and standards
- Coordinate with the inventory team to ensure accurate and timely updating of stock levels.
- Ensure that all received goods are promptly and correctly stored in the designated areas.
- Maintain accurate records of all received goods, including quantities, descriptions, and condition.
- Ensure that all documentation related to receiving, such as delivery notes, invoices, and quality reports, is properly filed and accessible.

## **Organization > BMA INTERNATIONAL**

With a vision to bring world-class brands into the fast-growing retail sector across the GCC, BMA has achieved important milestones in retail, fashion and lifestyle over the last three decades. BMA is the holding company for three successful commercial entities - Retail Arabia, The REDTAG group and the newly launched, twenty4 fashion. It also has a joint venture with Orangerie advertising.

**Duration : June 2014 to May 2022**

**Location :AL-MADINA and MAKKAH (KINGDOM OF SAUDI ARABIA)**

**Designation : Store Keeper & Floor Supervisor**

### **Duties and Responsibilities**

- Supervising stocks receiving process from Regional dispatch centre & coordinate with warehouse team.
- Handling BOH Setup according to BOH guideline & back store management
- Working closely with Regional Merchandiser Planner for product availability and stocking
- MFD/Monthly Damage /Arrival Damage control
- Manage internal stocks transfer and inward & out word as per SM & AM advice
- Back-End Operations- Like checking of reports, inventory Consumable items for month- end presentation.
- Handling of entire stores &dispatch function and heading the dept.
- Material planning and preparing the purchase requisition.
- Maintain the minimum and maximum stock level & maintaining 0%Breakdown due to unavailable of stock

**Organization :BMA INTERNATIONAL (REDTAG)**

**Duration : Oct 2012 to May 2014**

**Location : AL HASSA (KSA)**

**Designation : Fashion Floor Supervisor**

### **Duties and Responsibilities**

- Supervising the sales team and ensuring achievement of sales targets
- To use the weekly commercial reports provided by back-end team to access store performance and relative performance levels.
- Manage Customer Complaints and Redresses' effectively.

## Personal Profile

**Father's Name** : MOOSA ABDUL PANJA.  
**Date of Birth** : 14.06.1983  
**Education** : HSC Completed (from Maharani Collage Bangalore)  
**Marital Status** : Married  
**Sex** : Male  
**Hobbies** : playing cricket, and Reading.  
**Strength** : Quick Learner, Optimistic, and Adjustable Nature  
**Iqama No.** : 2556415384

### Declaration:

I, Panja Hasainar Abdulla, hereby declare that the information contained herein is true and correct to the best of my knowledge.

**(Panja Hasainar Abdulla)**