

Hajamohainudeen Mohamed Ismail

Cashier/Purchase Executive/Billing Executive

Deira, Al Muteena, Dubai | hajamscmphil@gmail.com | 056 713 3576

Professional Experience

Aziza Restaurant

Billing cum Purchase Executive

India

Dec, 2023 – April, 2025

- Handling cash and credit transactions, providing customer service, and managing a POS System
- Processing purchase orders, updating records, and ensuring accurate tracking of orders from initiation to delivery
- Monitoring stock levels, anticipating needs based on periodic numbers, and ensuring timely replenishment
- Communicating with vendors to obtain goods at the best prices, building and maintaining relationships
- Performing administrative tasks like preparing reports, managing purchase agreements, and supporting the department's overall efficiency

Forsan Foods and Consumer Products Ltd

MIS Supervisor

Saudi Arabia

Feb, 2023 – Nov, 2023

- Implementing the F&B System in Restaurants & design the Jet Reports based on the Management Requirements
- Handling the Document Control Activities
- Handling the Purchase, Sales, Assembly, Issuances, Transfer, Endorsement modules in Business Central 365
- Handling the Master Creations, MIS Activities & Month End Inventories
- Preparing the SOPs & handling the Project Plans

Chennai Super Market

Purchase Executive

India

Sep, 2015 – Jan, 2023

- Identifying potential suppliers, comparing their offers, and negotiating contract terms to secure the best possible prices and conditions
- Ensuring purchase requisitions are processed timely, creating purchase orders, and following up on outstanding orders
- Monitoring stock levels, placing orders as needed, and ensuring timely deliveries
- Maintaining accurate records of purchases, deliveries, and invoices, and ensuring proper documentation and filing according to company policy
- Building and maintaining strong relationships with suppliers to ensure ongoing supply and quality

Adharasoft Sdn Bhd

Technical Assistant

Malaysia

Nov, 2011 – Nov, 2014

- Provide technical administrative support and advise on technical issues
- Receives and carries out requests to purchase IT related products
- Maintaining the IT inventory by updating with SLA and newly purchased
- Schedules appointments maintains calendars and compiles minutes of meetings

ARS Software Consultancy

Software Engineer

India

Nov, 2010 – Oct, 2011

Education

Bharathidasan University

Bachelor in Computer Applications

Trichy, India

2001 – 2004

Additional Information

- **Technical Skills :** SQL Server, MS Office, Crystal Reports, Jet Reports, SAAS Based Products, Task Management Software (Asana, Monday & Odoo) & CRM Software (ZOHO)
- **Management Skills :** Inventory Management, Store Management, Warehouse Management, Team Management, Document Management
- **ERP & POS Software :** Business Central D365, GoldPOS, RetailPOS, RetailCafe, DineConnect and RetailConnect.
- **DOB :** 03/02/1983 **Languages :** English & Tamil **Typewriting :** English Junior Grade.
- **Passport & Visa Details :** Passport No - X4181615 Expiry - 04/03/2034 Visa - Visit Visa