



MAHAMMAD HARIS KOLAMBALA

0544415268
harisbellare@gmail.com
Dubai, United Arab Emirates

EXPERIENCE

Travel and typing Assistant

Wadi al Fayida Businessmen Administrative Services
06/2024 - Present

- Assisted customers with travel inquiries, bookings, and reservations
- Provided information on destinations,
- Provided typing services for customers, including documents, reports, and correspondence
- Offered additional services, such as photocopying, scanning, and binding

Sales Assistant and Cashier

DMSCO (AL-Dawa Pharmacy) Saudi Arabia
01/2020 - 12/2023

- Implemented efficient inventory tracking systems, reducing stockouts and overstocking
- Optimized stock levels, resulting in cost savings and reduced waste
- Managed cash handling responsibilities with precision, minimizing errors
- Demonstrated strong communication skills, resolving customer complaints and issues
- Worked effectively in a fast-paced environment, maintaining composure under pressure

Inventory Management and Merchandising

DMSCO (AL-Dawa Pharmacy) Saudi Arabia
12/2015 - 12/2019

- Conducted regular inventory audits, identifying areas for improvement
- Developed and implemented effective merchandising strategies, driving sales growth
- Conducted market research, staying up-to-date on industry trends and competitor activity
- Collaborated with colleagues to launch successful promotions and events

CERTIFICATES

Tally and Computer Certificate

Graduation Certificate (Bachelor of Commerce)
Mangalore University, India
06/2011 - 05/2014

SUMMARY

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education skills and experience a place where I can encourage and permitted to be an active participant as well vital contribute on development of the company

SKILLS

Good Communication	Expert
Tally	Intermediate
Excel	Advanced
MS Word	Expert

LANGUAGES

Tamil	Fluent
Kannada	Native
Malayalam	Native
Hindi	Fluent
Arabic	Fluent
English	Fluent

EDUCATION

Accounting

Mangalore University, India
06/2011 - 05/2014
B.COM (Bachelor of Commerce)

Commerce

Higher secondary school, Mangalore, India
06/2009 - 05/2011
+2 (PUC)

Higher secondary school, Mangalore, India
06/2006 - 05/2009
10th (SSLC)