



Hasan Kamal

EXPERIENCE

08th August 2021 – 10th December -2023

Retail Executive Al-Habib collection | KOLKATA, India

- Tracked product and supply inventories and reported findings to supervisors.
- Developed product purchasing and sales strategies according to company budgets.
- Negotiated prices, discount terms and transportation arrangements with suppliers.
- Examined, selected and purchased merchandise consistent with specification requirements.
- Stayed abreast of market trends and anticipated consumer needs and purchasing habits.
- Collaborated with company managers regarding product pricing, promotions and markdowns.
- Assessed condition of shipped products upon arrival to meet quality standards.
- Reviewed customer feedback to brainstorm new merchandise ideas and improve existing products.
- Analyzed buying trends at each store location to identify appropriate mix of inventory items for top-tier sales.
- Obtained information about customer needs and preferences by conferring with sales or purchasing personnel.

June 2018 - March 2020

Human Resources Assistant T.S Construction | KOLKATA, INDIA

- Created, organized and maintained employee personnel files to keep sensitive data secure.
- Reviewed and processed payroll-related actions to drive data accuracy and comply with company policy and federal and state regulations.
- Worked with HR department to devise and update policies as needed for corporate accountability and workplace health.
- Scheduled appointments, meetings and conferences with employees to discuss and mitigate personnel issues.
- Posted job announcements and pre-screened applicants to candidates for available positions.
- Created and maintained internal job descriptions and postings to accurately reflect roles.
- Prepared and set up new employee orientations.
- Filed documents, delivered mail and performed bookkeeping to facilitate office operations of HR department.
- Examined employee files to answer inquiries for assistance with personnel actions.
- Gathered personnel records from other departments or employees.
- Processed business and identification cards, bank accounts and reference and medical checks to streamline hiring protocol.

📍 Dubai, United Arab Emirates

☎ +971 50 383 4542

✉ hasankamal.hk10@gmail.com

SUMMARY

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. Seeking for a position in company where I will utilize and develop my skills & professional growth.

SKILLS

- Strategic Planning
- Product Merchandising
- Follow-Up Calls
- Staff Scheduling
- Decision-Making
- Inventory Management
- Financial Reporting
- Driven Work Ethic
- Lead Generation
- Sales Strategy Development
- Revenue Forecasting
- Critical Thinking
- Team Supervision
- Business Development
- New Business Development
- Process Improvement

- Relationship Building and Management
- Promotional Planning
- Negotiations
- Hiring and Recruitment
- Compensation Structuring
- Payroll Coordination
- Employee Relations
- Staff Supervision
- Recordkeeping
- Policy Implementation
- Staff Compensation
- Recruitment Strategies
- Benefits Programs
- Labor Negotiations

EDUCATION AND TRAINING

January 2024
MBA | Human Resources Management & Marketing
Swami Vivekananda University, Meerut- India

August 2021
B.Com | Accounting and Finance
University of Calcutta, Kolkata

May 2019
Diploma in Computerized Financial Accounting | Accounting And Finance
Jadavpur University, Kolkata

LANGUAGES

English: First Language

Hindi:	C2	Bengali:	C2
Proficient		Proficient	