

MUHAMMED JOUAHRUDHEEN C.M

SALES MANAGER AND CASHIER | ADMIN ASSISTANT

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CAREER SUMMARY

Dedicated and results-driven professional with 2 years of experience in cash handling, sales operations, and administrative management in Clinic and Pharmacy. Strong background in customer service, billing, inventory control, and team coordination. Committed to delivering efficient, customer-focused service and achieving sales targets. Looking to leverage my experience in a Cashier or Sales Manager role within a dynamic organization

AREA OF EXPERTISE

Office Administration | Cash Handling & Billing Operations | Sales & Customer Relationship Management | Administrative Coordination | Inventory & Stock Control | Financial Reporting & Record Keeping. | Daily Financial Reporting | Interdepartmental Communication | Team Leadership & Staff Supervision | Time Management & Multitasking | Professional Work Ethic

PROFESSIONAL EXPERIENCE

ADMINISTRATION MANAGER |

Promise Engineering and Architects, Hilite Business Park, Calicut October 2023 - April 2025

- Oversaw office administration and team scheduling for engineering projects.
- Maintained project documentation and liaised with clients and vendors.
- compliance with legal standards
- Supported internal meetings and managed logistics like scheduling, communication, and minute-taking.
- Acted as a liaison between management and employees, addressing concerns and resolving workplace issues effectively
- Assisted in performance appraisal processes and provided administrative support for payroll and benefits management
- Draft, review, and negotiate contracts to ensure compliance with legal requirements.
- Ensured compliance with HR policies and local labour laws

SALES MANAGER AND CASHIER |

OASIS Medicare and, Pharmacy Thiruvambadi, Calicut January 2023- December 2024

A health care Clinic providing medical services.

- Handled daily cash transactions, billing, and financial reconciliation accurately.
- Managed front-end sales and customer service operations, improving satisfaction and retention.
- Supervised pharmacy and clinic sales teams, assigning targets and monitoring performance.
- Maintained records of invoices, purchases, and stock levels to ensure smooth operations.
- Assisted in hiring vendors and suppliers and ensured timely procurement of stock.
- Coordinated between departments and supported management with daily administrative tasks.
- Increased monthly sales by streamlining customer service processes and promotions.

TRAINING AND CERTIFICATION

- Training Internship in Human Resource Assessment at Learntube bu CareerNinja
- A study on Advertisement Effectiveness of Treecome Furniture.

TECHNICAL SKILL

Microsoft Word | Microsoft Office | Microsoft PowerPoint | Microsoft Excel | SAP FICO (Progress)

EDUCATION

BBA LLB (Hons.) 2017 - 2022

The program offered in-depth coursework in management studies covering business statistics & accounting, investment management, marketing and financial management, business ethics & business communication, corporate governance & corporate finance, and human resource management.

My legal studies encompassed a broad range of subjects, including corporate & commercial law, substantive & procedural law, civil & criminal law, public international law, and jurisprudence. This provided me with a strong foundation for understanding legal complexities and a particular inter business law.

LANGUAGE

• English - Proficient • Hindi - Intermediate • Arabic - Basic • Malayalam - Native