

MOHAMED REFENAS C C

RECEIVER

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PROFESSIONAL SUMMARY

Detail-oriented and reliable Receiver with hands-on experience in goods receiving, stock verification, and warehouse coordination in a hypermarket environment. Skilled in inspecting deliveries, managing stock records, and maintaining storage areas according to FIFO standards. Experienced in handling the end-to-end receiving process, including documentation and coordination with suppliers. Committed to maintaining accurate records and ensuring smooth stock flow to support efficient store operations.

WORK EXPERIENCE

RECEIVER- STOCK KEEPER

(MAR 2022- PRESENT)

GRAND HYPERMARKET(REGENCY GROUP), DUBAI, UAE

- Receive incoming goods and verify items against invoices and delivery notes.
- Check product quality, quantity, expiry dates, and report any discrepancies.
- Organize received goods in designated storage areas using FIFO methods.
- Maintain accurate stock records and support regular inventory checks.
- Coordinate with purchasing and store teams for timely stock availability.
- Ensure the cleanliness and safety of the receiving and storage areas.
- Label and tag products appropriately for tracking and shelf placement.
- Process supplier invoices, prepare GRNs (Goods Received Notes), and perform account reconciliations.

CASHIER & SALESMAN

(JULY 2021- FEB 2022)

GRAND HYPERMARKET(REGENCY GROUP), DUBAI, UAE

- Handled customer transactions accurately using POS systems and managed daily cash balancing.
- Assisted customers with product inquiries, promotions, and purchase decisions.
- Maintained cleanliness and organization of the sales floor and checkout area.
- Replenished shelves and ensured proper product display and pricing.
- Provided excellent customer service and resolved billing or product-related issues efficiently.

EDUCATION

BACHELORS OF BUSINESS ADMINISTRATION (2019)

CALICUT UNIVERSITY, KERALA, INDIA

HIGHER SECONDARY EDUCATION (2015)

KHMHS HIGHER SECONDARY SCHOOL, KERALA, INDIA

SECONDARY EDUCATION (2013)

MALABAR SECONDARY SCHOOL ALATHIYOOR

KEY SKILLS

- Product Assortment
- Price drop and write off
- Goods Receiving & Verification
- Stock Management & Inventory Control
- Invoice & Delivery Note Checking
- FIFO & Expiry Date Monitoring
- Warehouse Organization & Cleanliness
- MS Excel & Inventory Software
- Communication & Coordination with Suppliers
- Teamwork & Time Management
- Product Labeling & Stock Tagging
- Documentation & Reporting

TECHNICAL SKILLS

- Tally ERP-9
- MS Excel & Word
- Gold ERP (Symphony Retail)
- Odoo

ADDITIONAL INFORMATION

- Passport No : C6358532
- Expiry Date : 12/02/2035
- Visa status : Employment Visa

LANGUAGES

- English
- Hindi
- Malayalam

