



PERSONAL DETAILS

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Email : mujeebkv@hotmail.com

Address : KandathValappil House,
Thrikkanapuram PO
Kanjirakkutty, Malappuram,
Kerala, 679573, India

Nationality : Indian

D.O.B : 31.12.1991

Gender : Male

Marital Status : Married

Passport No : W8820900

SKILLS

- Store Management
- Product Knowledge
- Human Resources
- Customer Service
- Excellent Interpersonal
- Inventory Control
- Contract Negotiations
- Windows Server
- Accounting
- Document Controller
- Purchase Managing
- Sales Associates

PROFILE

Experienced and results-oriented Administration with Ten years of managerial experience in retail environments. Motivated professional with strengths in supervising employees and promoting optimal customer service. Adept in employee relations, inventory organization, Account handling and visual merchandising. Prepared, organized, and trained in product knowledge and store regulations. Committed to creating an environment that is conducive to achieving increased sales and customer satisfaction.

WORK EXPERIENCE

- OFFICE ADMINISTRATION WITH IT SUPPORT** 08.2017 to 11.2024
Edappal Traders India Pvt Ltd Company, Kerala
 - Develops a purchasing strategy.
 - Reviews and processes purchase orders.
 - Manages other members of the purchasing team.
 - Maintains records of goods ordered and received.
 - Negotiates prices and contracts with suppliers.
 - Delivering excellent service to ensure high levels of customer satisfaction.
 - Motivating the sales team to meet sales objectives by training and mentoring staff.
 - Creating business strategies to attract new customers, expand store traffic, and enhance profitability.
 - Account handling in all sectors.
 - Hiring, training, and overseeing new staff.
 - Undertaking store administration duties such as managing store budgets and updating financial records.
 - Monitoring inventory levels and ordering new items.
- OFFICE ADMINISTRATION WITH IT SUPPORT** 07.2014 to 08.2017
Sidra Weddings Puthanathani & Edappal, Kerala
- SYSTEM ADMINISTRATOR ASSISTANT** 08.2013 to 07.2014
Ample Technology, Ponnani, Kerala
- SYSTEM ADMINISTRATOR ASSISTANT** 07.2012 to 08.2013
Deotech Systems, Mukkam, Calicut, Kerala

ACADEMIC CREDENTIALS

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| 2024 | OIL AND GAS INDUSTRIAL TRAINING NIRMAL CONTROL, Thrissur, Kerala |
| 2013 | DIPLOMA IN HARDWARE AND NETWORK ENGINEERING CIAT Calicut, Kerala |
| 2012 | BSC ELECTRONICS University of Calicut, Kerala, India |
| 2009 | HIGHER SECONDARY EDUCATION Board of Higher Secondary Education, Kerala |
| 2007 | SECONDARY EDUCATION Board of Public Examination, Kerala |

LANGUAGES KNOWN

- English Hindi
- Malayalam

COMPUTER PROFICIENCY

- Familiar With Windows Operating System
- MS Office
- Hardware: Assembling And Installation

HOBBIES

- Bike Riding
- Football
- Music
- Cooking
- Travelling

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

MUJEEB RAHMAN K V