

# MUHAMMED ANEES CI

## INVENTORY MANAGEMENT

Al Quoz Industrial Area 4 - Dubai  
Grand Hypermarkets & Supermarkets  
+971566262348 +971557716671



## SUMMARY

Experienced Inventory Manager skilled in coordinating flow of goods through company supply chain. Skilled in purchasing, storage and sale of products. Committed employee with exceptional organisation and prioritisation capabilities.

## EXPERIENCE

### IT Department Regency Group Dubai — *Receiving Manager*

Dec -2017 -Jan-2019

- Used excellent problem-solving and issue-resolution strategies to rectify difficulties quickly and effectively.
- Supervised and delegated tasks to employees to meet key productivity targets.
- Maintained positive, professional working environment to optimise staff and customer satisfaction.
- Established monthly goals, communicating priorities to staff and closely tracking progress to achieve success.
- Supervised and mentored junior team members, providing detailed instructions and guidance to maximise team efficiency.

### IT Department Regency Group Dubai — *Inventory Manager*

Jan--2019 - Dec- 2021

- Documented daily deliveries and shipments to reconcile inventory and retain accurate data.
- Conducted evaluations to measure progress and performance of staff, providing guidance in areas requiring improvement.
- Recruited, hired and trained new employees to perform best inventory practices and achieve KPIs.
- Assessed quality of items to gauge readiness for shipment.

### IT Department Regency Group Dubai — *Master Data Manager*

Dec-2021 - I Currently work here

- Completed preventative maintenance tasks and recovery procedures for maximum database integrity.
- Designed database architecture, data structures and tables to project specifications.
- Prevented breaches and loss by enforcing security and integrity controls.

## SKILLS

Budget analysis  
Logical reasoning  
Schedule development  
Systems evaluation

## EDUCATION

**Kalpetta, Vythiri (Wayanad), Kerala** — *Government Vocational Higher Secondary School*

## KALPETTA —G-TEC EDUCATION

FINANCE & BUSINESS  
MANAGEMENT  
TALLY ERP (GST Based) 2017  
Introduction to Tally ERP 9  
Basic function keys in Tally  
Accounting and Inventory Masters  
Recording transactions through  
accounting vouchers.  
Tally Features and Configurations  
Statutory & Taxation (GST, TDS etc.  
Company Closing Procedure  
Report Printing

## LANGUAGES

English  
Malayalam  
Hindi

## CUNTRY

INDIA

## PHONE

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