

MAHROOF KHAN

(Under Visiting Visa, Expiring on 01/07/2024)

Business management professional eager to use leadership potential and customer relations skills in a management position. Expert in point-of-sale (POS) systems, meeting ambitious sales goals and training sales associates on cashier, sales floor, inventory and customer service functions. MBA Graduate with 12+ years of experience in multiple roles from different Countries.



WORK EXPERIENCE

AL IMRAN GROUP OF COMPANIES

AL IMRAN A/C SPARE PARTS LLC

11/2021-12/2023

Dubai

Purchasing Representative

01/2021-12/2023

- Preparation of Purchase order, Proforma Invoice, Export Tax Invoice, Packing list, Certificate of origin, Import Permits (MOCCE,ESMA,FANR),Quota, Customs Exit Papers, D/A & D/P Documents. Track & Monitor shipments.
- Maintains the purchasing departments administrative records and data's in a shared files ,like Artworks, COC, MSDS, Analysis Reports, Goods in transit, Goods in Orders & Productions, Goods available at China warehouse, Goods in transit from factories to China Warehouse. Reconcile GRN with PO.Inventory Control And issuing LPO.
- Negotiates With Local Logistics Service Providers for Ocean freights LCL & FCL, Cross Stuffing's, Re-exports, BL Switching & Amending Bill of lading.
- Arranging For Delivery Orders Collections, Customs Clearance, Acceptance Letters, Couriers, Attestations MOFA, Consulates, SOC iso Tanks/Container Returns.
- Control & Maintain Stock Levels and Place Orders. Remind Accounts Departments with Payment Preference Order & Due's. Vendor management & Price Negotiations.
- Being main point of contact between China Office & Dubai Warehouse, Dubai Outlets and provides them necessary supports.
- Supporting the Purchasing Manager & Finance Manager in all elements of administration to ensure its smooth running and functioning

Stall Sales & Market Person

11/2019-12/2020

- Greet and direct customers
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services, Cross-sell products,
- Ensure racks are fully stocked,Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager
- Stay up-to-date with new products/services

MYDIN MOHAMED HOLDINGS BERHAD

Sales Associate & Store Clerk

04/2017-04/2019

Malaysia

- Assist customers with their purchases and provide product information
- Operate cash register and handle financial transactions accurately
- Process, check and stock inventory to ensure deliveries are correct and of good quality
- Maintain a clean and organized store environment
- Receive and process shipments of merchandise
- Assist with inventory management and restocking of products
- Perform other duties as assigned by management

BIG BAZZAR HYPERMARKET

POS Admin & Inventory Controller

05/2011-03/2017

India

- Assist in managing overall Store and its POS & Bar codes system, creating Barcodes & Labling. Record Purchases, Prepares credit Sales Invoices.
- Monitor stock levels and Re-order as when required.
- Deposit Daily Cash Sales Into Bank Account, Prepare Payment vouchers & Cheques For Suppliers.
- Operating cash registers, managing financial transactions, and balancing drawers & Card Swipe Machines.
- Follow Up For Due Payments. Support month-end and year-end close process. Analyze sales and revenue reports and make forecasts.

Cashier & Sales Assistant

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Ascertain customers' needs and wants

PERSONAL INFO

Nationality: India

Marital Status: Married

Date of Birth: 04/01/1990

Passport Number: S0565305

Driving Licenses: LMV-Automatic (Dubai)

CONTACT

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Jumeirah Lake Tower,Dubai

SOFTWARE SKILLS



Power BI



PERSONAL SKILLS

Adaptability	94%
Team Work	87%
Customer Service	91%
Leadership Qualities	80%
Negotiation	65%
Multi tasking	90%
Decision making	85%
Detail Spotting	96%
Logical Reasoning	70%
Time Management	60%

EDUCATION

Master of Business Administration

Alagappa University 02/2011-05/2013
Karaikudi,TamilNadu,India

Bachelor of Commerce, Corporate Secretaryship

04/2007-04/2010
The New College, University of Madras
Chennai,TamilNadu,India

LANGUAGES

English

Hindi

Tamil

Malay