

# Mohammed Nadeem



Purchase Manager / Store Manager with over 13+ years of experience optimizing procurement processes, spearheading cost reduction, managing vendor relationships with strong initiative, computer skills, POS systems and inventory management functions and ability to resolve customer and employee issues to drive sales goals and smooth store operations. Expert in MS office with strong background in the retail industry.

Contact	Work History
<b>Address</b> Dubai, UAE <b>Phone</b> +971566175135 <b>E-mail</b> <a href="mailto:gmdnadeem@gmail.com">gmdnadeem@gmail.com</a>  <b>DRIVING LICENSE:</b> Possess a valid UAE Driving License and able to travel as needed.	<b>2022-06 - Current</b> <b>FMCG Section Manager</b> <i>Majid Al Futtaim Carrefour, Dubai, UAE</i> <ul style="list-style-type: none"><li>Managing FMCG section.</li><li>Managing 10 Stockers and 45 Merchandiser on daily basis.</li><li>Arrangement of warehouse on daily basis.</li><li>Make sure to have all the products with long shelf life.</li><li>Make sure the section is very clean and shelf are dirt free.</li><li>Make sure to have availability of the stocks and to order OUT OF STOCK items every day.</li><li>Arrangement of promotion display when and where required.</li><li>Make massive display Occasionally and seasonally.</li><li>Negotiating with suppliers for killer deals.</li><li>Responsible to make deals on renting out gondola or pallets in promotion area.</li><li>Negotiating and handling suppliers for new items in market or new item for store on customer demand.</li><li>Maintaining a good relationship with suppliers for almost 10+ years.</li><li>Responsible to track order and ensure timely delivery.</li><li>Responsible to follow up goods return to suppliers at the end of promotion.</li><li>Responsible to control the stock level according to our budget.</li></ul>
<b>Skills</b>	
<b>Leadership</b>	1 2 3 4 5 Excellent
<b>Vendor Negotiation</b>	1 2 3 4 5 Excellent
<b>Time Management</b>	1 2 3 4 5 Excellent
<b>Merchandising</b>	1 2 3 4 5 Excellent
<b>Forecasting</b>	1 2 3 4 5 Excellent
<b>Decision-making Skill</b>	1 2 3 4 5 Excellent
<b>Strong multi-tasking</b>	1 2 3 4 5 Excellent
<b>Stock Management</b>	1 2 3 4 5 Excellent
<b>Business Development</b>	1 2 3 4 5 Excellent
	<b>2016-07 – 2022-06</b> <b>Retail Store Manager</b> <i>Timeplus Supermarket FZCO, Dubai, UAE</i> <ul style="list-style-type: none"><li>Maintaining staff attendance. Scheduling staff accordingly for smooth business routine.</li><li>Monitoring foreign and local products that are back in stock, Forecasting the sales of products and ordering accordingly.</li><li>Checking the movement of products and maintaining proper availability of all the items.</li></ul>

**Product Development** ①②③④⑤  
Excellent

**Inventory Management** ①②③④⑤  
Excellent

**Coaching and Mentoring** ①②③④⑤  
Excellent

## Languages

**English** ①②③④⑤  
Excellent

**Hindi** ①②③④⑤  
Excellent

**Malayalam** ①②③④⑤  
Good

**Tamil** ①②③④⑤  
Excellent

**Urdu** ①②③④⑤  
Excellent

**Arabic** ①②③④⑤  
Average

- Comparing the sales and setting targets to meet sales compared to the last year.
- Coordinating with the buyers and suppliers in case of issues like opening new assortments, creating new barcodes, checking for aggressive promotions.
- Negotiating prices with the vendors.
- Negotiating rebates, deals and issuing LPO.
- Approaching customers, listening to their complains and suggestions, and providing them with their requirements.
- Doing reports like weekly sales, performance notice, Duty reports, Seasonal notes, investigation reports, daily checklist.
- Conducting meetings with employees, motivating them to give the 100% at the work place.
- Have experience of working on system like ERP, Invent POS and iTrade POS.
- Conducting Store Inventory.

**2011-04 –  
2016-07**

### **Purchase Manager**

*Homeland Supermarket LLC, Abu Dhabi, UAE*

- Identifying and meeting suitable suppliers / manufacturers.
- Developing and implementing purchasing strategies.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Coordinating with inventory control to determine and manage inventory needs.
- Ensuring that all procured items meet the required quality standards and specifications.
- Working to improve purchasing systems and processes.
- Training new employees in the purchasing process and how to use the purchasing system.

**2009-04 –  
2011-03**

### **Accountant**

*Tee Shoes, Chennai, Tamilnadu, India*

- Maintaining Accounts (Accounts payable, Receivable, Purchase Order, General Ledger, Bank Reconciliation, Fixed Assets, Inventory Control, Payroll Data Entry)
- Responsible for answering / attending all incoming calls and transferring messages to

concerned persons and follow up.

- Responsible for all incoming and outgoing correspondence, specifically ensuring reference number allocations.
- Maintaining the filing system to easily locate the specified documents when needed.
- Maintaining all personnel files and assist in preparation of annual appraisals of workers / staff.
- Assist all departments and personnel in all matters and coordinate with factory staff for their miscellaneous requirements and report to the concerned official.
- Maintaining general inventories of office materials and stationery for smooth office operations.
- Preparing export and import documents as per the procedure.
- Responsible for shipments, Preparing Performa Invoices, Certificate of Origin, Bill of Lading, and applying for GSP Certificates.
- Submitting documents in bank and cargo office for smooth exports and imports work.

## Education

**2006-06 – Bachelor of Arts: Commerce and Accountancy**

**2008-09** *Thiruvalluvar University – Tamilnadu, India*