



Mohammed Shamsudheen

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PROFILE

Results-driven Sales executive and Store Keeper with more than four-year experience in KSA and Oman collectively, applying for a suitable position where I would be able to utilize my knowledge and interpersonal skills and experience to achieve excellence and to contribute my service to the organizations.

PERSONAL DETAILS

Nationality	Indian
Marital status	Married
Passport No	M8763238
Visa Status	Visit Visa

EDUCATIONAL QUALIFICATION

Course	University/Board	Year
Diploma in Mechanical Engineering	Mumbai University	2017
BA Economics	Sunrise University	2015
Senior Secondary	Kerala Syllabus	2012
Higher Secondary	Kerala Syllabus	2010

PROFESSIONAL EXPERIENCE

Nada Happiness Trading LLC Oman 01.06.2017 to 01.04.2019	<ul style="list-style-type: none">• Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary.• Assist in receiving all merchandise from suppliers• Check all merchandise for discrepancies and damages• Sort merchandise according to pricing and location at store• Store merchandise in proper location to increase sales• Maintain stock levels by checking stock on hand against sales reports.• Inventory items according to location and store policy• Maintain daily, weekly and monthly transaction reports• Performed the responsibility of cashier by analyzing cash receipts
Bazbaza International Trading Co. Ltd KSA 01.06.2020 TO 21.02.2022	<ul style="list-style-type: none">• Assign work orders to staff; record work performed and materials used• Keep store clean, organized, and stocked with merchandise according to merchandising requirements and business operating plan• Administer payroll and payroll deductions• Settle merchandise purchases, including special orders• Receive, store, and distribute merchandise
Emirates Hospitality Centre (EHC) Aug 2023 - Present	<ul style="list-style-type: none">• Vendor Reconciliation• Disburses petty cash by recording entry, verifying documentation.• Preparing daily and monthly reports• Accounting of purchase invoice journal• Documentation and filing of invoices• Maintaining daily petty cash

STRENGTHS

- MS Office
- Basic Budgeting Skills
- Staff Scheduling
- Stock and Inventory Management
- Strong customer services skills

LANGUAGES

- English
- Arabic
- Hindi
- Malayalam