



MUHAMMED ABNAS.K

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CAREER PROFILE

A highly driven and results-oriented professional, holding a B.Com degree with specialization in Computer Application and International Business Management, along with three years of experience in Sales and Inventory Management, eagerly anticipates the opportunity to become part of a dynamic and professional organization. I aim to leverage my strong background in drafting and extensive work experience to seize numerous career advancement prospects within the organization.

EXPERIENCE

October
2021 -
Present

- **Inventory Management**
Nesto hypermarket LLC (UAE)

- Developing relationships with new vendors and keeping our vendor database up-to-date.
- Creating and maintaining positive relationships with our vendors and suppliers.
- Keeping detailed records of what we buy, how much it costs, and other important information.
- Verifying and managing purchase orders, and assisting buyers with their tasks.
- Ensuring that our reports are accurate and meet the required standards.
- Categorizing transactions into the correct accounts and maintaining accurate inventories.
- Generating reports and entries at the end of each accounting period.
- Preparing monthly aging schedules to track outstanding payments to suppliers.
- Keeping a well-organized file for both current and potential vendors.
- Managing records of both paid and unpaid invoices.
- Calculate VAT and Excise taxes accurately.
- Verify product quality and quantity, while monitoring expiry dates.
- Facilitate communication with other branches through email. Prepare and manage item transfers to branches facing stock shortages.
- Coordinate with the central warehouse (Distribution center).
- Conduct monthly inventory audits for high-value and perishable items.
- Maintain a comprehensive vendor file.
- Handle returns of unsold and aging items to vendors or suppliers.
- Generate documents such as Goods Received Notes, Goods Returned Vouchers, Tax Credit Notes, and Scrap reports.
- Keep records of payments for recurring expenses, including rentals and utility bills, etc.

June -
2020 -
September
- 2021

- **Sales Executive**
Tasty drinks manufacturing Pvt.Ltd,Kannur(India)

- Drive the company van to designated areas to meet customers.
- Promote and sell our products to customers.
- Build and maintain good relationships with customers.
- Provide information about our products to the customers.
- Keep records of sales and customer interactions.
- Handle cash transactions and give receipts.
- Ensure the van is clean and well-maintained.
- Report any van maintenance issues to the supervisor.
- Follow a planned route and schedule for daily sales visits.
- Meet sales targets and goals set by the company.

EDUCATION

2020	<ul style="list-style-type: none">• Bachelor of Commerce (B.COM with Computer Application) Kannur University
2017	<ul style="list-style-type: none">• Higher Secondary Education – Commerce Board of Higher Secondary School Examination, Kerala, India
2015	<ul style="list-style-type: none">• SSLC Board of Secondary School Examination, Kerala, India

SOFTWARE PROFICIENCY

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| <ul style="list-style-type: none">• SAP Hana• Word, Power Point | <ul style="list-style-type: none">• Well versed in Excel• Outlook |
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STRENGTH

- Supply Chain Coordination.
- Vendor Management.
- Accuracy and Attention to Detail.
- Compliance Knowledge.
- Communication Skills.
- Problem-Solving.
- Team Collaboration.
- Adaptability.
- Time Management.
- Leadership.

PERSONAL DETAILS

Nationality : Indian
Marital status : Single
Gender : Male
Date of Birth : 20/07/1999
Religion : Islam
Nationality : Indian
Visa status : Employment Visa
License : UAE Valid driver's license

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil