



MUHAMMED RASHID K

PROFESSIONAL SUMMARY

""Highly organized and motivated professional with a proven track record in managing operations, providing exceptional service, and fostering strong team collaboration. Recognized for my adaptability, reliability, and proactive approach, I bring a strong foundation in detail-oriented tasks, effective communication, and leadership. With extensive experience in managing inventory, ensuring compliance, and optimizing workflows, I am committed to delivering high-quality results and continuously enhancing my skills. I am eager to contribute my dedication, enthusiasm, and diverse experience to a dynamic team in any professional environment."

WORK EXPERIENCE

2019 - 2024

KKM Hardwares, Palakkad, Kerala, India

STORE MANAGER

- Managed daily operations, including inventory control, procurement, and vendor relations.
- Supervised and trained staff, ensuring adherence to company policies and maintaining a positive work environment.
- Oversaw financial management, including budgeting, cash flow management, and implementing cost-saving measures.
- Conducted market analysis to optimize product offerings and drive sales growth.
- Developed and maintained strong relationships with suppliers to ensure timely deliveries and negotiated favorable terms.
- Implemented customer service strategies to enhance customer satisfaction and retention.
- Monitored and analyzed sales data to identify trends and make informed business decisions.

2018 - 2019

Mathilakam HP Gas, Palakkad, Kerala, India

INSPECTION ASSOCIATE

- Inspect and verify serial numbers and expiry dates of LPG regulators and safety hoses to ensure compliance with safety standards.
- Assess flame quality and identify any leakage issues in LPG systems.
- Document inspection results and prepare detailed reports on compliance and safety.
- Respond promptly to emergency situations, providing immediate assistance and implementing necessary corrective actions.
- Maintain accurate records of inspections and emergency interventions, and recommend improvements for safety practices.

EDUCATION

MASTER OF ARTS IN PUBLIC ADMINISTRATION

(2022)

Indira Gandhi National Open University (IGNOU), New Delhi, India

BACHELOR OF ARTS IN ECONOMICS

(2019)

University of Calicut, Kerala, India

PROFESSIONAL DEVELOPMENT

WAREHOUSE MANAGEMENT

(2023)

Indira Gandhi National Educational Trust (IGNET) - SLBS Marklance, Kerala

PROMPT ENGINEERING IN GENERATIVE AI TOOLS

(2023)

EDAPT

CONTACT



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LinkedIn

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COMPUTER PROFICIENCY

- Microsoft Office Suite
- Google Workspace
- Office Equipment Operation
- Document Management
- File Management
- POS System

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

SKILLS

- Organizational Skill
- Document Preparation
- Accuracy
- Cash Handling
- Attention to Detail
- Confidentiality
- Data Entry
- Adaptability
- Communication Skill
- Team Work
- Customer Service
- Office Software
- Time Management
- Leadership