

Muhammed Sajjad KP

Cashier / Sales / Purchase Manager

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• SUMMARY

A highly motivated and results-driven professional with comprehensive experience across cashiering, sales, and purchase management roles. Proven ability to handle multiple responsibilities effectively in fast-paced environments while maintaining high standards of accuracy, customer service, and operational efficiency. Skilled in managing cash transactions, driving sales, negotiating with vendors, and ensuring optimal stock levels. Adept at multitasking, problem-solving, and building strong relationships with customers, suppliers, and team members. A dependable all-rounder who contributes to smooth business operations and overall profitability.

• TECHNICAL SKILLS

Cash Handling & POS Operation	Stock Replenishment & Ordering	Relationship Building
Sales & Customer Service	Invoice & Billing Management	Communication & Interpersonal Skills
Purchase & Inventory Management	Product Knowledge & Up-Selling	Problem-Solving & Decision-Making
Vendor Negotiation & Procurement	Daily Cash Reports & Reconciliation	Time Management & Multitasking

• PROFESSIONAL EXPERIENCE

New Falcon Trading & Contracting (Super Market) | Doha, Qatar Jul 2016 - Dec 2024
Cashier / Sales / Purchase Manager

- Operated the Point-of-Sale (POS) system efficiently, handling cash, credit/debit card transactions, and generating accurate receipts.
- Performed end-of-day cash reconciliation, maintained accurate daily sales records, and prepared financial summaries for accounts.
- Managed returns, refunds, and exchanges according to company policy while ensuring high customer satisfaction.
- Maintained cleanliness and organization of the cashier counter and front-end area.
- Assisted walk-in customers with product selection, provided knowledgeable recommendations, and responded to inquiries with professionalism.
- Achieved sales targets consistently by employing effective upselling and cross-selling techniques.
- Managed merchandising, shelf arrangements, and stock rotation to ensure product visibility and freshness.
- Built and maintained strong customer relationships to encourage repeat business and positive referrals.
- Monitored inventory levels and coordinated with suppliers to replenish stock in a timely and cost-effective manner.
- Requested and evaluated supplier quotations, negotiated pricing, and ensured timely delivery of quality materials/products.
- Maintained accurate purchase records, delivery logs, and vendor contacts.

• EDUCATION

Higher Secondary Education Jun 2010 - Mar 2012
Board of Higher Secondary Education | Kerala

• LANGUAGES

- Arabic
- English
- Hindi
- Malayalam