



MUHAMMED UNAIS CK

Oversee and administer the operations of a store: Receive, identify and verify merchandise. Provide information to and assist immediate manager, service technicians and back office

EXPERIENCE

NESTO HYPERMARKET

STORE KEEPER - *PRESENT*

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels

United Arab Gas LLC

ASSISTANT ACCOUNTANT 12/2019 - 05/2022

- Keeping Accounts book and System up to date
- Maintaining effective recording administration
- monitoring Financial performance
- Maintaining bank reconciliation and journal entries

EDUCATION

University of Calicut

Bachelor of Business Administration

06/2016 - 03/2019

Plus Two

MMVHSS Parappil Kozhikode

06/2014 - 03/2016

SSLC

MMVHSS Parappil Kozhikode

03/2016

CERTIFICATES

National Service Scheme (06/2016 - 03/2019)

National Cadet Corps (NCC) (2012)

I hereby declare that the information furnished above is true to best of my knowledge and belief . Certifications and other documents shall be submitted on request

Contact

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Personal info

Date of Birth : 08 SEPT 1997

Marital Status : MARRIED

Visa Status : COMPANY VISA

Nationality : INDIAN

SKILLS&KNOWLEDGE

- Peach Tree Software
- SOP
- SAP
- MS Word
- Excel
- ERP Software
- Communication
- Leadership
- Administration
- Financial Expense Management
- Record of sales and restocking

Language

English

Malayalam

Hindi