RESUME

####

**MUNAWIR K**

Contact No. **00971525575012**

Email :munawirkarip94@gmail.com

PROFILE

* UAE Driving License
* Currently Working FMCG Field in Abu Dhabi
* Product Knowledge
* Knowledge in LPO, and Credit Note
* Sound Ability to handle multiple tasks, set priorities and meet deadlines.
* Possess interpersonal and problem solving skills with the ability to work in diverse environments.
* Customers and vendors Relation ship

WORK EXPERIENCE

 rganization : Green House Trading LLC

 Location : Abu Dhabi, UAE

 Position : Section in charge

 Period : From December 2020 to Present

ROLES AND RESPONSIBILITIES

* Checking item Quantity and Expiry Date
* Keep shelves fully stocked with fresh products
* Prepare store displays and ensure that products are accurately labeled
* Prepare Local Purchase Order and Credit Note
* Meeting with Vendors virtually or during sales visits
* Conducting market research to identify selling possibilities and evaluate customer needs
* Maintaining accurate records
* Establishing new business with vendors
* Collaborate with team members to achieve better results
* Gather feedback from customers or prospects and share with internal teams
* Monitoring and maintaining Stock and Expiry Date
* Report to managers and owners

EDUCATIONAL QUALIFICATIONS

* B.Com (Bachelor of Commerce)
* Plus Two
* SSLC

DRIVING LICENSE DETAILS

* License No. : 2705019
* Issue Date : 07-09-2021
* Expiry Date : 05-09-2028

PERSONAL SKILL

* Product knowledge
* active listening
* Relationship building
* Time Management
* Good Customer Relationship
* Market Knowledge

COMPUTER AND SOFTWARE SKILLS

* Microsoft office
* Tally ERP 9

LANGUAGES KNOWN

* English
* Malayalam
* Hindi

PERSONAL DATA

Father’s Name : Muhammad Kunhi T P

Date of Birth : 24/03/1994

Marital Status : Married

Sex : Male

Nationality : Indian

Passport No. : RO355103

DECLERATION

I confirm that the information provided me is true to the best of my knowledge.Necessary document will be produced as per the requirements.

 **MUNAWIR K**