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**NISAR THONDALIL MOHAMED**

BRANCH SUPERVISOR

PROFESSIONAL SUMMARY

Results-driven Branch Supervisor, Marketing Executive, and Sales Executive with over 16 years of experience in branch operations, sales, marketing, and team leadership across diverse industries. Proven expertise in driving business growth, enhancing customer satisfaction, and optimizing operational efficiency. Skilled in market analysis, strategic planning, team supervision, and revenue generation. Strong analytical, problem-solving, and decision-making abilities, with a commitment to delivering excellence in a fast-paced and competitive business environment.

CONTACT INFORMATION

+971565582932

nisartm461@gmail.com

Abu Dhabi, UAE



SKILLS

Financial Management

Networking

Mentoring

Decision-Making

Operational Efficiency

Risk Management

Conflict Resolution

Financial Acumen

Analytical Thinking

Financial Management

EDUCATION

**BACHELOR OF COMMERCE (B.COM**)

**HIGHER SECONDARY**

* Board of Higher Secondary Examination, Kerala, India

**SSLC**

* Board of Public Examination, Kerala, India

WORK EXPERIENCE

**BRANCH SUPERVISOR |Present**

**AD COOP** **ALAIN, ABUDABI, UAE**

**Key Responsibilities**

* Manage and supervise the daily operations of the branch to ensure smooth functioning.
* Provide leadership and motivation to the team, fostering a positive work environment and encouraging professional growth.
* Address customer inquiries and complaints, ensuring exceptional service and customer satisfaction.
* Oversee financial activities, including budgeting, forecasting, and financial reporting.
* Allocate resources effectively to optimize branch performance.

**MARKETING EXECUTIVE |4 Months**

**VODAFONE**

**Key Responsibilities**

* Created and executed marketing campaigns to promote Vodafone's products and services.
* Oversaw Vodafone's social media presence, creating and scheduling engaging content.
* Analysed market trends and customer preferences to inform marketing strategies.
* Planned and organized promotional events and activities to enhance brand visibility.
* Worked closely with sales teams to align marketing strategies with sales goals.

**DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING (DCFA)**

CERTIFICATION

PROFESSIONAL SKILLS

* Sales Strategy
* Market Research
* Customer Relationship Management (CRM)
* Data Analysis
* Budget Management
* Team Supervision
* Performance Metrics
* Digital Marketing
* Negotiation
* Business Development
* Financial Modeling
* Cash Flow Management
* Fixed Asset Management
* Account Reconciliation
* Regulatory Compliance
* Inventory Accounting

**PASSPORT DETAILS**

Passport No :

Date of Expiry :

Visa Status : Employment

 visa

**SALES EXECUTIVE |1 Year**

**RONA FOOTWEAR, INDIA**

**KEY RESPONSIBILITIES**

* Consistently met and exceeded sales targets and quotas.
* Built and maintained strong relationships with customers to ensure repeat business and customer loyalty.
* Analysed market trends and customer needs to identify sales opportunities.
* Identified and pursued new sales leads through various channels, including cold calling, networking, and referrals.
* Assisted in the training and onboarding of new sales staff.

**SUPERVISOR |2 Years**

**GRAND HYPERMARKET, QATAR**

**KEY RESPONSIBILITIES**

* Managed and supervised daily operations to ensure the smooth functioning of the store.
* Provided leadership and motivation to the team, fostering a positive work environment**.**
* Addressed customer inquiries and resolved issues to ensure high levels of customer satisfaction.
* Monitored and managed inventory levels, ensuring products were well-stocked and available.
* Conducted training sessions for new employees, ensuring they were well-prepared for their roles.
* Tracked and analysed sales performance, implementing strategies to boost sales.

**STORE KEEPER, CASHIER, DATA ENTRY |4 Years**

**GRAND MALL, QATAR**

**KEY RESPONSIBILITIES**

* Processed cash, credit, and debit transactions accurately and efficiently.
* Assisted customers with inquiries, returns, and exchanges, ensuring a positive shopping experience.
* Reconciled cash registers at the end of each shift, ensuring all transactions were accounted for.
* Issued receipts, refunds, and change to customers.
* Kept the cashier station clean and organized.
* Counted cash in the drawer at the beginning and end of shifts to ensure accuracy.

**SALESMAN, CASHIER, DATA ENTRY, SECTION INCHARGER |5 Years**

**VARITY HYPERMARKET/IN INDIA**

**KEY RESPONSIBILITIES**

* Processed cash, credit, and debit transactions accurately and efficiently.
* Assisted customers with inquiries, returns, and exchanges, ensuring a positive shopping experience.
* Addressed customer inquiries and resolved issues to ensure high levels of satisfaction.
* Managed and supervised staff within the section, ensuring efficient workflow.
* Delivered compelling presentations and demonstrations of products to potential customers.
* Analysed market trends and customer needs to identify sales opportunities.

MS Office/Excel

Tally

Peachtree

Internet & Email

COMPUTER PROFICIENCY

EDUCATION

+974 74000975

nisartm@gmail.com

CONTACT INFORMATION

MS Office

Basic Operation

AutoCAD

Internet & Email

**MEP ENGINEERING** | 2018

* Scientific & Technical Education Council

COMPUTER PROFICIENCY

**B-TECH ELECTRICAL & ELECTRONICS ENGINEERING**

* LBS College of Engineering, Kasaragod, Kerala, India

**HIGHER SECONDARY**

* VMC GHSS Wandoor
* Board of Higher Secondary Examination, Kerala, India

**SSLC**

* GHSS Pullangode, Kerala, India
* Board of Public Examination, Kerala, India

EDUCATION

+974 74000975

nisartm@gmail.com

CONTACT INFORMATION

CORE COMPETENCIES

* Guiding and motivating teams to achieve business objectives efficiently.
* Strong verbal and written communication skills for client interactions, presentations, and negotiations.
* Ability to analyze complex situations, anticipate trends, and develop innovative solutions.
* Making – Identifying challenges and implementing data-driven solutions to enhance performance.
* Prioritizing tasks effectively to meet deadlines and achieve business goals.
* Skilled in closing deals, securing partnerships, and achieving win-win agreements.
* Building and maintaining strong client relationships to enhance satisfaction and loyalty.
* Thriving in fast-paced environments and adjusting to changing business dynamics.
* Evaluating business trends, performance metrics, and market data for informed decision-making.
* Working effectively with teams, stakeholders, and clients to drive success.

LANGUAGES KNOWN

**English**

**Hindi**

**Arabic**

**Malayalam**

**DATA ENTRY, SUPERVISOR |3 Years**

**VARITY HYPERMARKET/IN INDIA**

**KEY RESPONSIBILITIES**

* Managed and supervised a team of data entry clerks, ensuring accurate and efficient data entry operations.
* Conducted training sessions for new data entry staff, ensuring they were proficient in data entry procedures and software.
* Ensured the accuracy and integrity of data entered into systems and databases.
* Conducted regular reviews of data entries to identify and correct errors or discrepancies.
* Prepared and presented reports on data entry performance, metrics, and issues to senior management.
* Ensured the confidentiality and security of sensitive data and information.
* Available upon request

REFERENCE

INTEREST

Songs

Reading

Travelling

**LOGISTICS AND FLEET VEHICLES COORDINATOR| Mar 2010 - Present**

**AL-HABTOOR MOTORS CO.LLC DUBAI, U.A.E**

(Al-Habtoor Motors is one of the leading vehicle distributors in Middle East. Company is mainly dealing with World Renowned brands like Aston Martin, Bentley, and Mack & Mitsubishi.)

**KEY RESPONSIBILITIES**

* Co-ordinate with Sales team all over U.A.E for delivery of the vehicles on time to keep up the customer satisfaction.
* Arranging the drivers & coordinate with the customers to get the new vehicle passing & registration done in R.T.A before delivery.
* Liaising with the Service centres & Body shop to get the new vehicles preparation for delivery.
* Coordinating with Customers as per instruction from Sales Executives for vehicles deliveries being having good knowledge of Locations in U.A.E.
* Looking in to the vehicles which come back from customer with minor issues.
* Coordinate with Port clearance team to get the documentation and transfer of the new shipment vehicles from Port to Storage yard.
* Arranging Port Entry Pass for employees.
* Arranging Pre-delivery inspection of new vehicles & Accessories fixing.
* Co-ordinating with Sub contractors for Fabrication of the Vehicles.
* Maintaining Employees Attendance & Over Time through in ETAS System provided by Company.
* Transport arrangements for Employees
* Arranging the drivers as per daily schedule for Heavy and light categories according to requirement of vehicles deliveries.
* Handling Petty Cash.
* Directly reporting to Senior Logistics Manger.

PERSONAL STRENGTHS

* **ANALYTICAL THINKING** - Capability to analyze data and performance metrics to make data-driven decisions.
* **LEADERSHIP** - Ability to inspire and guide team members towards achieving goals and maintaining a positive work environment.
* **INTERPERSONAL SKILLS** - Building and maintaining positive relationships with team members, customers, and stakeholders...
* **DECISION-MAKING**- Confidence in making informed decisions that benefit the branch and align with organizational goals.

PERSONAL DETAILS

Gender : Male

Date of Birth : 16/03/1992

Nationality : Indian

Marital Status : Married

Permanent Address : Thondalil House, Muduripo,

 Malappuram (DT), Kerala, India – 679578

 Kerala, India

PASSPORT DETAILS

Passport Number : C 2529487

Date of Expiry : 10/09/2034

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

 **NISAR THONDALIL MOHAMED**