MOHAMMED NAZEER AHMED

CAREER OBJECTIVE

Looking for an opportunity where I can achieve my objectives by playing a significant role in the growth of the organization with commitment.

CONTACT INFO.

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✉ Mohammednazeer ahmedahmed42@gmail.com

🏠 Near Al Ghubaiba Bus Station, Bur Dubai,

📖 EDUCATION

- Bachelor of Commerce (B.com) Tamil Nadu Open University.
- Post Graduate Diploma in Computer Application (PGDCA) – From Sreenivasa Academy of Computers.
- Diploma in Electronics and Hardware Engineering (DEHE) – BDPS Software Ltd.
- Diploma in Networking (DN) – BDPS Software Ltd.
- CCNA from Zoom Technology – Hyderabad.
- Diploma in Electronics and Communication Engineering, from the Institute of Integrated Management & Engineering (IIME)

● Career Highlights KSA & India

- **Ali's Mart SuperMarket – Mahbubnagar - India**
  Inventory Supervisor – August 2022 – Dec 2022
- **Royal Sanitary & Tiles – Mahbubnagar - India**
  Store Manager- Oct 2020 –Sep 2021
- **Alnitaq Al Mohad Telecom & IT Company – Riyadh- KSA**
  IT Technician – July 2018 – March 2020
- **Yanbu United Company (UNITCO) – Yanbu City – KSA**
  IT Technician March 2017 – Oct 2017
- **Jeddah Cable Company – Jeddah – KSA**
  IT Support Technician – Nov 2007 – Feb 2017
- **Al-Khaleej Computers & Electronics System – Riyadh – KSA**
  Communication & Network Technician – Apr 2007 – Nov 2007
- **Shaei A.Al-Nafisah EST – Riyadh – KSA**
  Desktop Support Technician – Apr 2006 – Apr 2007
- **Micro Computers – Hyderabad – India.**
  Desktop Support Technician – Apr 2003 – Jan 2005

● Professional Experience

Ali's Mart SuperMarket – Mahbubnagar - India
Inventory Supervisor – August 2022 – Dec 2022

- Managing finances and preparing an annual budget.
- Keeping records of expenditures, sales figures, and employee performance.
- Evaluating the supply and availability of stocks and profit margins.
- Implementing measures to avoid stock damages, theft, and wastage.
- Monitoring shelve stocks and product displays, and the general appearance of the store.
- Maintaining the required standards of the department including the Hygiene of receiving delivered goods into the store and conducting all necessary checks as detailed in the S.O.P. manual.
- Checking invoices against local purchase orders to ensure goods have been ordered, the cost price is correct and the barcodes match.
- Investigating market trends and offering products that would appeal to customers.
- Addressing customers' requests, comments, and complaints.
- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- In-depth knowledge of product and consumer trends, and marketing.

Royal Sanitary & Tiles – Mahbubnagar - India
Store Manager- Oct 2020 –Sep 2021

- Update and maintain financial records and reports including inventory in & out General sales reports, banking, payroll reporting, and expenditure.
- Create and dmodify employee schedules with service levels in mind.
- Manage stock control and reconcile with data storage system. And monitor and analyze market trends and customer needs.
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Answered customer questions and resolve service issues in a timely manner.

SKILLS & ABILITIES

- Team player with excellent coordination skills; flexible trustworthy colleague and Eye for detail.
- Problem-solving skills with good communication & Interpersonal Skills. Creative thinking with patience. A logical mind and ability to work under pressure.
- Abilities to create and maintain a cohesive team environment.
- Have a high sense of responsibility and good interpersonal skills.
- Good listening, reasoning, and decision-making skills.
- Having the capability and interest to learn new things.
- Ability to take direction and supervision.
- Excellent organizational and time management skill.

PERSONAL PROFILE

Passport No.   :   S466341
Father Name   :   Mohammed Vazeer Ahmed
Religion   :   Islam
Gender   :   Male
Marital Status :   Marriage
Nationality   :   India
Visa type   :   Visit Visa
Expiry Date   :   24-March-24

LANGUAGES

ENGLISH

ARABIC

HINDI

URDU

TELUGU

● Professional Experience

Royal Sanitary & Tiles – Mahbubnagar - India
Store Manager- Oct 2020 –Sep 2021

- Diagnosed customer issues by asking probing questions and writing up repair orders.
- Ordered supplies and kept inventory at optimal levels.
- Managing the store, both retail and company, inventory, including loss prevention through theft and breakage.
- Setting criteria for staff, such as sales performance and customer approval or complaints.
- Ensure compliance with all labor laws and regulations.
- Set up the layout and ensure efficient space utilization.

Alnitaq Al Mohad Telecom & IT Company – Riyadh- KSA
IT Technician – July 2018 – March 2020
Yanbu United Company (UNITCO) – Yanbu City – KSA
IT Technician March 2017 – Oct 2017

- Having Basic Knowledge of Office 365.
- Monitoring and maintaining computer systems and networks and performing troubleshooting for Network Related Issues.
- Set up new users' accounts and profiles and deal with password issues.
- Creating new email accounts for End Users and configuring Email accounts via IMAP & POP3 on computers & Smartphones. And troubleshoot mail accounts for send/receive and Outlook Backups.
- Configure Avaya IP telephone extension (Models 1408, 1608, 9508, 6908, 9650, 1616-I, 9611G, 9621G, 9641G), & troubleshooting.
- Antivirus updates and virus removal.
- Provide support to end users locally and remotely.
- Follow up with end users to ensure their systems are functional.
- System Password Recovery, Data backup and restore.

Jeddah Cable Company – Jeddah – KSA
IT Support Technician – Nov 2007 – Feb 2017

- Keep Computer Systems running smoothly and ensure users get the maximum benefit from them.
- Install and configure computer hardware operating systems and applications.
- Configure Email Exchange Server 2007 / Google Apps for end users.
- Install the Latest .Net Framework and Crystal Reports 2008 Runtime SP3 as prerequisites to install Epicor 9.05 ERP Application Software and configure database connectivity in the computers of end users.
- Fingerprint Enrollment of Employees on Fingerprint Terminal (Nitgen NAC-2500) and from Access Manager with department listing.
- Installation of Company Applications like TAS (Attendance), Gupta (ERP), Maximo (ERP), AutoCAD etc.
- Analog Telephone line Tracing & Punching.
- Maintains an online record of all of Computer Hardware and all Software Licenses installed in each PC and Laptop.
- Maintains tracking information for all items sent for repair/scrap. And maintains Custody forms for IT equipment.
- Communicate and solve end users' problems via phone, email, live chat and face-to-face meetings.
- Provides advice and guidance to end users regarding incidents.
- Responding in a timely manner to service issues and quests.

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