



# Muhammed Rahid NP

-STORE INCHARGE / PURCHASE ASSISTANT-

## SUMMARY

A multi skilled, hardworking and efficient Store Keeper/ purchase assistant. With a proven track record of ensuring the smooth functioning and running of all store / warehouse concerning activities. Able to follow standard of operating procedure and work in a methodical and tidy manner.

## WORK EXPERIENCE

### STORE KEEPER

LULU HYPERMARKET- OMAN Jan-21 to Oct-22

- worked as part of a team in a busy distribution center under the guidance and supervision of warehouse manager or supervisor.
- Receiving, moving, checking and storing incoming and outgoing goods.
- Checking near expiry products and return to supplier.
- Maintaining proper filing of all incoming and outgoing documents. Keep store neat and clean.
- Arranging damaged goods on monthly basis.
- Higher, Train and Oversee New staffs.

### PURCHASE ASSISTANT CUM DATA ENTRY

Aiwa Fresh Hypermarket - Kerala | August 2017 to October 2020

- Contacted Vendors for information, Price & Marketing Vendor files.
- Maintained and created a variety of reports related to aged inventory, out of stock, as well as shortages etc.
- Receiving and verifying purchase invoices, sales invoices, delivery notes etc.
- Generated purchase orders and send them to vendors via Email, Phone etc.
- Preparing daily reports and reporting to senior. Preparing payments to suppliers.

## EDUCATIONAL HISTORY

Bachelor of Commerce

D.r Cv Raman University

2016

## CONTACT ME AT



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## PERSONAL INFORMATION

Date of Birth : 11-04-1996  
Nationality : Indian  
Marital Status : Single  
Passport : N6021474

## TECHNICAL SKILLS

SAP  
Ms Office  
Ms Excel  
Ms Word

## PROFESSIONAL SKILLS

- Innovative and able to develop new ideas.
- Hard worker and high sense commitment and dedication.
- Communication and interpersonal skills.
- Outgoing, dynamic, honest, self confidence and creative.

## LANGUAGES KNOWN

- English
- Arabic
- Malayalam
- Hindi