

JASEEM FAYIS

MERCHANDISER



Dubai - United Arab Emirates,
Dubai, United Arab Emirates



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SKILLS

STATUTORY ACCOUNTS PREPARATION

VENDOR MANAGEMENT

INVENTORY MANAGEMENT

STAFF MANAGEMENT

QUALITY ASSURANCE

ERP ORACLE,SAP,NAMOS, & HHT

MS OFFICE

PURCHASE MANAGEMENT

QUICK BOOKS

CUSTOMER SERVICE

EDUCATION

BACHELOR OF COMMERCE

UNIVERSITY OF CALICUT
KERALA,INDIA / 2019

PLUS TWO HIGHER STUDIES

GOVERNMENT OF KERALA
BOARD OF HIGHER
SECONDARY EXAMINATION
2015

HIGH SCHOOL

BOARD OF PUBLIC
EXAMINATION
KERALA STATE

PGDRP

POSTGRADUATE
DIPLOMA IN ENTERPRISE
RESOURCE PLANNING

CAREER OBJECTIVE

To obtain a position as a merchandiser in a dynamic and growth-oriented organization where I can utilize my skills in inventory management, organization, and attention to detail to ensure efficient and accurate stock control. I am determined to contribute to the smooth operations of the company by maintaining optimum stock levels, minimizing discrepancies, and ensuring timely delivery of products to meet customer demands.

WORK EXPERIENCE

ADNOC

United Arab Emirates
Sep 2021 - Present

Sales Attendant / Shift In Charge

Duties & Responsibilities :

- Responsible for receiving, storing, and maintaining accurate inventory records of all incoming and outgoing merchandise.
- Monitor inventory levels and coordinate with suppliers to ensure timely replenishment of stock
- Perform regular stock checks, identify discrepancies, and conduct necessary investigations to resolve any issues.
- Ensure compliance with safety and security protocols, including proper storage of hazardous materials and regular equipment inspections.
- Maintain cleanliness and orderliness of the store, including shelving units, displays, and work areas.
- Assist customers in locating and retrieving requested items, providing excellent customer service at all times.
- Handle and resolve customer complaints or concerns regarding products or services.
- Maintain accurate records of all store activities, including sales, transactions, and damaged or returned merchandise.

WE TECH SOLUTIONS

Kerala,India

Inventory Controller

Duties & Responsibilities :

- Ensure high levels of customer satisfaction through excellent sales service.
- Maintain outstanding store condition and visual merchandising standards.

LANGUAGES

ENGLISH

ARABIC

HINDI

MALAYALAM

TAMIL

DRIVING LICENSE

Driving license category
UNITED ARAB EMIRATES
LIGHT VEHICLE

EXTRA-CURRICULAR
ACTIVITIES

CYCLE POLO
TVM TEAM & KERALA
TEAM PLAYER, KERALA
SPORTS CYCLE POLO
ASSOCIATION
Kerala,india.

PERSONAL DETAILS

Date of birth
08/11/1996

Nationality
India

Visa status
Residence visa

Marital status
SINGLE

NIKKOY HONDA
VEHICLE LTD
Kerala,India

- Ascertain customers’ needs and wants.
- Recommend and display items that match customer needs.
- Welcome and greet customers.
- Actively involved in the receiving of new shipments.
- Keep up to date with product information.
- Accurately describe product features and benefits.

Accountant

Duties & Responsibilities :

- Preparation of Income Statement, Expense Statement, GST Information and various other reports using MS Excel
- Entering transactions into the system
- Bank Reconciliation and Accounts Reconciliation
- Maintains Financial Documents by auditing documents
- Prepare Reports by collecting, analyzing and summarizing account information
- Contributes to team effort by accomplishing related results as needed
- Assisting Preparation & Filing of GST RETURNS, ESI, EPF and TDS Returns
- Secure financial information by completing database backups