



# SHAKEER MALAYIL

## STORE KEEPER

AJMAN, UAE

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[shakeermalayil@gmail.com](mailto:shakeermalayil@gmail.com)

Experienced Sales Expert with a strong background in driving revenue growth and leading highperforming teams. Proven ability to exceed targets, optimize sales processes, and build lasting customer relationships. Skilled in team supervision, market analysis, and implementing strategies for success.

### PERSONAL SUMMARRY

- DATE OF BIRTH: 20/02/1986
- GENDER : MALE
- MARITAL STATUS: MARRIED
- NATIONALITY : INDIAN
- PASSPORT NO :T5318752
- VISA STATUS : VISIT VISA  
TIL 20/01/2025

### LANGUAGE SKILLS

- English
- Arabic
- Hindi
- Malayalam
- Tamil

### EDUCATION

- HIGHER SECONDARY  
2003-2005
- MCSA Computer Course  
Dhishna Institute (Calicut) 2009

### CERTIFICATION

- SAP Accounting  
G-TECH KALPETTA

### SKILLS

- Sales Strategy Development
- Team Leadership and Leadership
- Customer Relationship Management
- Revenue Growth and Profit Maximization
- Performance Monitoring and coaching

### PROFESSIONAL EXPERIENCE

**ANANDABHAVAN BRICKS AND METALS, INDIA 2024**

#### **OFFICE ACCOUNTANT**

#### JOB RESPONSIBILITIES

- Maintain accurate financial records, including general ledgers, accounts payable, and accounts receivable.
- Record all financial transactions in the company's accounting software or spreadsheets.
- Ensure compliance with tax laws and regulations.
- Review bank statements for discrepancies and resolve any issues.

**ADNOC DISTRIBUTION ABUDHABI, UAE 2010 - 2023**

#### **OASIS C.STORE INCHARGE**

#### JOB RESPONSIBILITIES

- Greet,meet and provide assistance to customers in courteous and professional manner at the arrival time and return
- Identify and assess uniform needs of customers, offering tailored services and accurate advice to ensure timely and effective fulfillment of their requirements.
- Ensure adherence to company uniform policy guidelines while fulfilling user requirements, maintaining consistency and compliance.
- Assist in maintaining stock at Just-In-Time (JIT) levels by analyzing store inventory reports to minimize stockholding costs
- Receive and inspect stock items according to purchase order terms and conditions, and advise buyers of any discrepancies to facilitate supplier feedback and corrective action
- Assist in conducting physical stock inventories, identify and reconcile discrepancies.
- Resolve cash tills when closing, ensure the money matches the report and is stored safely

