



# SHIHAB K BASHEER

Dubai, UAE

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## PERSONAL SUMMARY

Detail-oriented and highly organized professional with a strong background in inventory management and store operations. Skilled in maintaining accurate stock records, optimizing inventory levels, and ensuring timely replenishment. Proficient in using inventory management software and handling various administrative tasks. Demonstrated ability to collaborate effectively with cross-functional teams and provide exceptional customer service.

## SKILLS

- Proficiency in MS Office
- Communication Skills
- Tally
- Quick Book
- Peach Tree & Facts
- Data Analysis
- Market Researching
- Inventory Management

## PERSONAL DETAILS

D.O.B : 3rd October 1995

Nationality : Indian

Location : Dubai, UAE

Passport No : S2049035

Visa Validity : 18-07-2023

Availability : Immediate

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## EDUCATION

Bachelor of Commerce  
Calicut University - 2017

## WORK EXPERIENCE

Clean Blast International - Dubai, UAE | August 2020-August 2022

Role : Store Keeper

- Managed inventory control activities, including receiving, inspecting, and documenting cleaning supplies and equipment.
- Utilized inventory management software to track stock movements, update records, and generate reports for accurate documentation.
- Coordinated with suppliers to ensure timely delivery of cleaning materials and equipment, maintaining optimal stock levels.
- Conducted regular stock audits to identify discrepancies and implement corrective actions.
- Collaborated with the operations team to fulfill supply requests, ensuring smooth workflow and timely completion of cleaning projects.
- Provided support to the cleaning team by distributing supplies and equipment as needed, ensuring proper inventory control.

Lulu Hypermarket, India | March 2019 - April 2020

Role : Cashier

- Processed cash, credit, and debit transactions accurately and efficiently using the point-of-sale (POS) system.
- Balanced cash register at the beginning and end of each shift, ensuring accuracy in cash transactions.
- Collaborated with the store team to resolve customer issues, ensure smooth operations, and optimize customer satisfaction.
- Handled returns and exchanges, following established policies and procedures to maintain customer satisfaction.
- Trained and mentored new cashiers on POS systems, customer service, and cash handling procedures.



## **Muziris Food Products, India | February 2018 - January 2019**

### **Role : Sales Executive**

- Developed and executed effective sales strategies to drive revenue growth for a variety of packet food products.
- Prospected and acquired new customers through cold calling, networking events, and referrals.
- Built and maintained strong client relationships
- Checked product quality before delivering to ensure compliance with industry standards.
- Verified expiry dates of packet food products, ensuring only fresh and valid items were delivered to customers.
- Coordinated with logistics team to ensure timely delivery of orders, meeting customer expectations.