



MOHAMMED THARIQUE

CONTACT

- +971564795330
- Al Barsha Heights, Dubai, UAE
- thareekh756@gmail.com

SKILLS

- Organizational Skills
- Time Management
- Analytical Skills
- Problem Solving
- Relationship building and networking.
- Consultative selling and solution-based selling.
- Negotiation and closing deals.
- Administrative and Clerical Skills

EDUCATION

- | | |
|-------------------|---|
| 2021
Feb-April | WINSHO LOGISTICS (Internship) |
| 2020- 2021 | Advance Diploma in Logistics and Supply chain Management
UNIVERSITY OF KERALA |
| 2015- 2018 | Bachelor of Commerce in Finance
University of Madras JA Arts & Science
College Chennai, Tamil Nadu |

Languages

- English
- Hindi
- Tamil
- Malayalam

To enhance my skills in a dynamic workplace and to pursue a successful career which nurtures professional growth, rewards, innovation and acknowledges hard work. To work in a competitive environment and try to win from its difficulties.

EXPERIENCES

ACCOUNTS & PURCHASE

Cafe Dicaprio Calicut | July 2021 - August 2023

- Oversaw staff scheduling, training, and performance evaluations to maintain high levels of service quality.
- Handled restaurant inventory, optimized stock levels, and managed supplier relationships to minimize costs.
- Executed purchasing functions, including negotiating with suppliers, placing orders, and ensuring timely deliveries.
- Provided exceptional customer service by addressing inquiries, resolving issues, and ensuring customer satisfaction.

Administrative Assistant

Cochin Spices | 2019 - 2020

- Prepare and generate invoices for products or services rendered to customers or clients.
- Communicate with suppliers to request quotes, negotiate terms, and place orders.
- Handle office tasks such as answering phones, managing office supplies, and ensuring a tidy workspace
- Track and process invoices, expenses, and commissions. Maintain financial records accurately.
- Comfort with using accounting software, spreadsheet applications (such as Excel), and other relevant tools is beneficial for managing financial data efficiently.