

SYED MOHAMED VALIYULLAH.B

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Dubai, UAE



OBJECTIVE:

To succeed in an environment of growth and excellence by fully utilizing my skills and knowledge for organizational and personal growth

EXPERIENCE SUMMARY

Cars Computerized Auto Repairs & Services L.L.C, ETA Group of Companies, Abu Dhabi

Position: **Assistant Operations cum Cashier** (Sep 2013 to Oct 2016)

- ✓ Receive cash customers, give them pre-invoice and collect cash as per the pre-invoice and make real invoice after checking labor material and consumables.
- ✓ If it is a credit customer, collect LPO, verify and give gate pass through DNI (delivered not invoiced).
- ✓ Daily check the cash collection at the end of the day as per the system generated report.
- ✓ Take the credit card cash collection report and submit it to the accounts department daily.
- ✓ Daily take cash and credit invoice reports and send them to accounts along with Job Card.
- ✓ Handover the previous day cash collection to main cashier every day morning.
- ✓ Handover invoiced credit job cards to be handed over to the credit control department daily.

Dolphin Air services Pvt. Ltd, India

Position: **Office Assistant** (March 2017 to April 2019)

- ✓ Checking all customers' documents.
- ✓ Copy, scan and store documents
- ✓ Handling mail from customers and agents.
- ✓ Arrange and coordinate meetings, conferences, and events, which may involve booking venues, arranging catering, sending invitations, and preparing meeting materials.
- ✓ Greet visitors and clients, ensuring a warm and professional reception, and directing them to the appropriate contacts or meeting rooms.
- ✓ Arrange arrival and departure of Hajj & Umra passenger.

M.A.N Mega Mart, Tamil Nadu, India

Position: **Inventory Controller cum Cashier** (Sep 2020 to July 2023)

- ✓ Receive goods from supplier and verify for GRN preparation.
- ✓ Regularly monitor inventory levels to ensure sufficient stock availability while avoiding overstocking or stock outs.
- ✓ Collaborate with suppliers, vendors, and internal teams to ensure timely delivery of goods and resolve any supply chain issues.
- ✓ Collaborate with the purchasing department to place orders for new stock

- ✓ Analyze inventory data and trends to identify slow-moving or obsolete items, recommending actions such as discounting or discontinuation to optimize inventory turnover.
- ✓ Uses inventory software to keep track of orders, returns and Supply.
- ✓ Reports any discrepancies in inventory records to store manager.
- ✓ Files all delivery and inventory receipts.
- ✓ Ensures that stock room is clean and well organized.
- ✓ Taking payments from customers via cash, cheques and credit cards.
- ✓ Process customer purchases accurately and efficiently using the cash register or point of sale (POS) system, handling cash, credit card, and other payment methods with precision.
- ✓ Responsible for the accurate and timely allocation of cash.
- ✓ Recording of monies received and paid out.
- ✓ Helping to resolve customer complaints.
- ✓ Assisting with shelf stacking, sticking prices on items etc.
- ✓ Sorting, counting, and wrapping currency and coins.
- ✓ Balancing cash in the till with receipts.

SKILLS:

- Auto CAD
- Point of Sale systems (POS)
- Microsoft Office (Word, Excel)
- Flexibility
- Inventory Management Expertise
- Cash Handling Skills
- Customer Service Excellence
- Problem-Solving Abilities

EDUCATIONAL QUALIFICATION:

- **(B.E.,) Bachelor of Electronics and Communication Engineering**
Anna University, India – 2011

PERSONAL INFORMATION:

Gender	:	Male
Marital Status	:	Married
Date of Birth	:	18/01/1985
Languages Known	:	English, Tamil, Hindi and Malayalam
Nationality	:	Indian
Passport No	:	R1927804
Visa Status	:	Visit Visa

DECLARATION:

I hereby solemnly affirm that all the information furnished above is correct and true to the best of my Knowledge

(SYED MOHAMED VALIYULLAH.B)