

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

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

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

Duties and Responsibilities:

- ✓ Receive goods from supplier and verify for GRN preparation.
- ✓ Regularly monitor inventory levels to ensure sufficient stock availability while avoiding overstocking or stock outs.
- ✓ 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.
- ✓ Manage transactions with customers using cash registers (POS) Point of Sale System.
- ✓ Scan goods and ensure pricing is accurate
- ✓ Collect payments whether in cash or credit
- ✓ Issue receipts, refunds and change, Redeem stamps and coupons
- ✓ Count money in cash drawers at the beginning and end of shifts
- ✓ Sorting, counting, and wrapping currency and coins.
- ✓ Greet customers when entering or leaving establishment
- ✓ Delivering items to customers who cannot easily carry large items due to age or disability
- ✓ Maintain clean and tidy checkout areas.

Dolphin Air services Pvt. Ltd, India

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

Duties and Responsibilities:

- ✓ Checking all customers' documents (Pass Port, Visa, and Photo).
- ✓ Copy, scan and store documents
- ✓ Handling mail from customers and agents queries.
- ✓ 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 boarding and Lodging of Hajj & Umra passenger.

Cars Computerized Auto Repairs & Services L.L.C, Emirates Trading Agency Group of Companies, Abu Dhabi

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

Duties and Responsibilities:

- ✓ 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 dept daily.
- ✓ Daily take cash and credit invoice reports and send them to accounts department along with Job Card.
- ✓ Previous day cash collection handover to main cashier on next day.
- ✓ Credit job card invoiced and submission to credit control dept on daily basis.

A – One Supermarket, Tamil Nadu, India

Position: **Sales Associate** (May 2006 to April 2012)

Duties and Responsibilities:

- ✓ Greet customers as they arrive at the supermarket.
- ✓ Provide customers with information on daily deals and discounts.
- ✓ Assist customers in finding their choice of items or escort them to the right shelves.
- ✓ Ensure that any damaged or expired products are reported and removed from shelves.

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:

- **(D.E.C.E)., Diploma in Electronics and Communication Engineering**
Board of Technical Education, India – 2005

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)