

CURRICULUM VITAE

M. NIYASUDHEEN

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1 OBJECTIVE:

- Inventory Controller & Merchandiser with over 2 years of management experience in Meeting Organization Goals and objective. Wide exposure in customer Service, Inventory, Administration and general Management. Demonstrated success with initiative and leadership skill, Motivated Self starter & team player.

2 ACADEMIC QUALIFICATION:

- B.E in Civil Engineering ARASU ENGINEERING COLLEGE - 2013 to 2017
(Approved by AICTE & Affiliated to Anna University)
- HSC Pass from SRI.K.G.S Higher Secondary School in India. With { 94% }

3 SKILLS:

- Computer Knowledge
- Ms - Office
- Inventory Control
- Data Entry Skills
- Problem Solving
- Decision Making
- Internet Operations

4 WORK EXPERIENCE: (OVERALL – 2 YEARS)

❖ JOB PROFILE

Currently working at **UNION COOP HYPERMARKET**, Dubai

Position : Merchandiser

Duration : 09-Sep-2022 to Present

Duties and Responsibilities:

- Follow and Ensure the FIFO (First In First Out) method.
 - Display merchandise with visual appeals to attract customers.
 - Integrate brand images in visual presentations throughout the stores.
 - Innovate and implement seasonal merchandising presentations.
 - Initiate unique visual presentations.
 - Monitor merchandise inventories.
 - Ensure replenishment of fast-selling items.
 - Coordinate with stores manager on key visual merchandising efforts.
 - Creating and implementing a visual merchandising strategy for the store.
 - Ensuring the strategy is in line with the store's brand, products, and target market.
 - Generating sketches of visual displays that meet the store's visual design requirements.
 - Finalizing designs and creating detailed floor plans for display areas.
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❖ JOB PROFILE

Before working with **DUBAI BURKA SHOPPING & TRADING LLC**, Dubai

Position : Inventory Controller

Duration : 06-Dec-2021 to 10-May-2022

Duties and Responsibilities:

- Manages inventory levels, ensuring accurate inventory records are maintained, and that inventory levels are replenished in a timely manner.
- Maintains inventory records, including item inventory, bin locations, quantity at each level, and expiration dates.
- Conducts regular spot-checks of inventory levels and reports findings to the general manager.
- Creates, implements, and maintains inventory control procedures to meet company goals.
- Maintains property security, including coordination with local authorities, to ensure safety, protect company assets, and comply with company policies.
- Creates, updates, and maintains property records, meeting local, state, and federal regulations
- Places orders for replacement parts, materials, and supplies.
- Maintains customer account records, including addresses, contact information, and payment histories.
- Performs routine clerical returns as including data entry, answering telephones, and assisting Customers.

5 LANGUAGES:

- English
- Hindi
- Tamil
- Malayalam

6 DOMAIN KNOWLEDGE:

- Good Communication & Written Skills
- High Level of Attentive
- Goods Inward
- Documentation
- Supervision & Control
- Co – ordination
- Goods Outward
- Reports
- Software Knowledge

7 PERSONAL DETAILS:

Date of Birth	:	25 th June 1996
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Visa Status	:	Employment
Visa Validity	:	04/09/2024

8 DECLARATION:

Hereby I declare that all the information furnished above are true, complete and correct to the best of my knowledge and belief.

Yours Sincerely,

M.NIYASUDHEEN