

# Muhammed Fayis

# Purchase Executive/Sales Executive

• Al Nahda, Dubai

**##** 08/31/1996 India 🔁 P4015680 🔞 Single 🚗 4101983

in https://www.linkedin.com/in/muhammed-fayis-726771207

### PROFILE

Performance-driven Sales , Purchase/procurement and Logistics Specialist with 6 years of admirable career track within reputed firm in UAE. Proven in Purchase forecasting, order placing processing, supply chain, material management, inventory control, client relations and team leading. Delivered significant contributions in directing quality control and setting up strategic plans to ensure smooth Import and logistics operations and customs formalities. Remarkable in handling multiple tasks, following up on these tasks to the last detail and reporting on their progress. Aspiring to explore a more challenging work profile with a progressive enterprise where gained experience and knowledge will be utilized.

## **STRENGTH**

- 1. More than 5 years experience in UAE leading FMCG trading company
- 2.Perform various job titles like Sales Executive ,Purchase Executive ,Sales Coordinator & Inventory Controller
- 3.Close contact with Trading companies
- 4. Local market Purchase & Sales Contact
- 5. Communication & Coordination Skills
- 6. High Sense of Commitment & Responsibility
- 7.UAE Manual Driving License
- 8.Excellent knowledge about SAP, MS Office

### PROFESSIONAL EXPERIENCE

### **Purchase Executive**

Al Tayeb Distribution SP LLC (Whole Sale Division of Lulu Group International)

05/2020 - present Al Nahda, Dubai

- Manageing monthly inventory of 25 Million of Frozen and Dry Food stuff
- Prepare product ageing and create slow moving and near expiry list
- Managing Import purchase and Local purchase.
- Procure as per requirement, checking prices with multiples vendors and finalise price & Quantity.
- Co-ordinate with invoice staff , store keeper , inventory staff for ensuring batch expiry promptness.
- Facilitate Dubai Muncipality inspection , co-ordinate with imports , store & Inspector.
- Reporting stocks, arrivals, stock levels, near expiry, slow movement to Branch manager, concerned manager and sales team.
- Managed receiving and storing of all supplies while closely monitoring inventory thereof.

# 07/2017 - 04/2020

Al Nahda, Dubai

- Prepare various types of sales reports
- Coordinated with team in analyzing end-user's requirements, and in maintaining controls on all materials.

Al Tayeb Distribution SP LLC (Whole Sale Division of Lulu Group International)

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- To coordinate with sales executives to achieve sales targets
- Prepare business promotional activities and business promotion support.
- Prepare invoices , goods return and tax credit note.
- Entering order information into the company database.
- Trained and assisted staff and customers in all company requirements and provided technical support.

<b>₽</b> EDUCATION	
Bachelor Of Commerce Kannur University	2013 - 2016
SKILLS	
SAP MS Office FIRS System (Dubai Muncipality)	
S LANGUAGES	
English Hindi Malyalam	
DECLARATION	
I hereby declare that the information furnished above are true, complete and cobelief.	rrect to the best of my knowledge and
	Muhammed Fayis