

Shabbir Ahmed A.K

Email Id: shabbirahamed2005@gmail.com

Mobile No, +971566043990



OBJECTIVE

- A dedicated and organization oriented professional having excellent knowledge of Sales, Stores Purchase, Logistics, Administration & Accounts with 18+ years of Experience.
- Extensive knowledge of records, maintains the records, and tracks the business and financial transactions.
- Expertise to set strategic priority and give clear strategic directions.
- Analytical thinking and Problem Solving.

Skills

Communication, Leadership, Decision Making , Creativity, Negotiation, Time Management, Customer Service, .Accounting and Finance.

PROFESSIONAL EXPERIENCE

Havens Mart Supermarket, Trichy, Tami nadu, India.

Designation: **Store Manager.** June 2021–June 2024.

Job Responsibilities:

- ✓ Develop and implement strategies to drive sales and increase profitability.
- ✓ Manage the supermarket's budget, including monitoring expenses and minimizing waste.
- ✓ Ensure that the store is properly stocked with products and manage inventory levels to prevent shortages.
- ✓ Hire, train and supervise supermarket staff, ensuring that they provide excellent customer service and follow company policies and procedures.
- ✓ Develop and enforce operational policies and procedures to maintain a safe and clean environment for staff and customers,
- ✓ Monitor and analyze sales and customer data to identify trends and opportunities for improvements.
- ✓ Resolve customer complaints and ensure a high level of customer satisfaction.
- ✓ Collaborate with suppliers and negotiate contracts and competitive pricing and quality products.
- ✓ Stay informed about market trends, new products, and competitors to make informed business decisions and maintain a competitive edge.
- ✓ Conduct regular performance evaluations of staff and provide feedback and coaching to promote professional growth.

Desert Roofing and Flooring LLC, Water Proofing Company, Ras Al Khor, Dubai.

Designation **Stores in-charge.** January 2019 – February 2021.

Job Responsibilities:

- ✓ Coordinate with the higher management in placing orders to ensure availability of materials.
- ✓ Prepare purchase order and submit for signature of manager and send to different suppliers.
- ✓ Coordinate with import/local suppliers and monitor the shipment of the ordered materials.
- ✓ Receive the goods supplied by the supplier and Inspect deliveries for possible damage.

- ✓ Coordinate with the Execution Department in terms of material site re-requisition and delivery
- ✓ Stock the materials in proper manner in the appropriate location and category wise coding.
- ✓ Ensure cleanliness and health safety measures in the store at all times.
- ✓ Welcoming new and existing customers to the store, attend their queries.
- ✓ Dealing with retail sales and preparing Trading quotation and Pro forma invoice for sales.

Trinity Engineering Services, LLC, Alquoz, Dubai.

Designation: **Logistic Co-ordinator.** May 2015 – July 2017.

Job Responsibilities:

- ✓ Coordinate and monitor supply chain operations
- ✓ Ensure premises, assets and communication ways are used effectively
- ✓ Utilize logistics IT to optimize procedures
- ✓ Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- ✓ Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- ✓ Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- ✓ Plan and track the shipment of final products according to customer requirements
- ✓ Keep logs and records of warehouse stock, executed orders etc.
- ✓ Prepare accurate reports for upper management

First Source Solutions, [a Partner of Vodafone], Trichy, Tamilnadu, India.

Designation: **Customer Service Associate.** - September 2009 – February 2015.

ACHIEVEMENTS

- Achieved best performance in Customer service as CSA for the following year 2012-2013 & 2013-2014.

EDUCATIONAL QUALIFICATION

- **MBA (Finance)**
Madurai Kamaraj University, Madurai, India
June 2013
- **B.com**
April 1998
- **MDCA (Master Diploma in Computer Applications)**
Electronics Corporation of India Ltd., (ECIL) January 2001.

COMPUTER PROFICIENCY

- Typing Skill 60 wpm, MS Office, Tally Accounting Software ERP 9.,

LANGUAGES KNOWN FLUENTLY

English, Hindi, Urdu, Tamil, Malayalam.

PERSONAL PROFILE

Date of birth : 08- February 1977
Age : 47 Yrs
Sex : Male
Marital Status : Married
Nationality : Indian.
Passport detail : S8124285, Expiry dt. 28/12/2030.
Visa Status : Visit Visa.

DECLARATION

I certify that the above written particular is true to the best of my knowledge and belief.

A.K. SHABBIR AHMED.