

# MUHAMMAD SHAREEF P

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DOB:01/12/1992



## Executive Summary

**Ten years Experienced** in Supermarkets and grocery In UAE and BAKERY MANUFACTURING UNIT in INDIA sales Manager with depth in mentoring coaching and developing staff in large consumer-focused store operations. Strong budgeting sales forecasting and merchandising background coupled with an exceptional sense of customer service and in-depth knowledge of cash/inventory management. Broad skills in educating personnel to achieve exceptional levels of customer service building teams and ensuring the achievement of corporate goals.

## Professional Experiences:

### Manager (2022 -Continuing) KP INTERNATIONAL GROUP OF COMPANIES

#### Responsibility :

- Develop business and marketing strategies to increase sales.
- Facilitate customer service.
- Oversee inventory management, delivery, and payments.
- Ensure the supermarket is in excellent condition.
- Hire and appraise store staff.
- Address issues with staff, security, and store policy

### Sales manager (2019-2022) De bakes LLP AT Kerala

#### Responsibility :

- Serving Existing orders, Obtaining Orders, and establishing new accounts by planning and organizing daily work schedules to call on existing or potential sales outlets and trade factors
- Direct sales floor activities ensuring excellence in customer service and resolving store-level problems.
- Work with corporate management developing local marketing and advertising strategies.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and result reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Recommends changes in products, services, and policy by evaluating results and competitive developments.
- Resolve customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.

- **Communicate with other departments, such as the financial department to establish budgets, HR department to hire new workers, or the logistics department to ensure the delivery of products.**

### **Shope in charge (2018-2020) - Dibba supermarket a Fujairah.**

#### ***Responsibility:***

- Recruiting, training, supervising and appraising staff
- managing budgets
- maintaining statistical and financial records
- dealing with customer queries and complaints
- overseeing pricing and stock control
- Maximum profitability and setting/meeting sales targets, including motivating staff to do so
- Ensuring compliance with health and safety legislation
- Preparing promotional materials and displays
- liaising with head office.

### **Manager cum sales(2012-2018). Al Ada Grocery Sharjah.**

#### ***Responsibility:***

Direct sales floor activities ensure customer service excellence and resolve store-level problems.

Manage merchandise selection window displays and stocking working directly with vendors.

Work with corporate management developing local marketing and advertising strategies.

Key contact with suppliers/vendors securing key business agreements.

Maintained price accuracy of goods and ensured adequate stock levels.

### **Accountant: Lulucas Jewelry-Kerala**

Properly analyze store expenses for accurate recording to the general ledger.

#### **Educational Qualification:**

B.Com. : University of Madras 2015

Plus Two : Commerce - Board of Higher Secondary Examination Kerala State.

SSLC : Crescent Higher Secondary School Vanimal ***Training and other qualification:***

Two months training completed from Tax Matters (Income tax and Commercial tax Practitioners)

#### **Computer Skills:**

Windows 98, 2000, XP & 2007 Professional.

Microsoft Office, Outlook& Internet browsing

### **Personal Skills:**

- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Ensures availability of merchandise and services by approving contracts; maintaining inventories.
- Secures merchandise by implementing security systems and measures.
- Protects employees and customers by providing a safe and clean store environment.
- Maintains the stability and reputation of the store by complying with legal requirements.
- Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

### **Language Skill**

Read, Write, and Speak in Malayalam, Hindi, English and Arabic

### **Visa status: Transferrable**

### **UAE driving license & Indian**

**Reference:** Noushad. PRO-  
Coordinator.  
**Mob: 0553011165**

### **Declaration:**

I hereby declare that the above information's true and correct to the best of my knowledge and belief

**Muhammad Shareef P**  
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