

# MUHAMMAD SHAREEF P

Mob: +971509192959  
shareefkodiyaun@gmail.com



## Executive Summary

**Ten years Experienced** in Super market 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

### Manager cum purchase (2019-2022) De bakes LLP AT Kerala

#### Responsibility :

- Establish goals for production, and coordinate a plan to meet those goals.
- Direct sales floor activities ensuring excellence in customer service and resolving store level problems.
- Work with corporate management developing local marketing and advertising strategies.
- Raw Material , Ingredients , packaging material & fuel buying
- 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 at 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
- maximising 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 ensuring excellence in customer service and resolving 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
- ✓ Advanced Diploma in Financial Accounting

**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:Transparable**

**UAE driving license & Indian**

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

**Mob: 0553011165**

**Declaration:**

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

**Muhammad Shareef P**

00971509192959

00971564560646