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| **ABDUL** | Nazar Photo.jpg |

**CURRICULUM VITAE**

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| Career Objective |

Seeking any **Managerial position,** like **Showroom Manager, Purchasing Manager, Office Administrator**  to enhance a company’s performance by providing effective solutions resulting in future career advancement opportunities. I look for a challenging role in an organization where performance is rewarded to power up my career ahead, additionally to work with precision and loyal to the benefit of Company.

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| Profile |

* 27 years of experience in Back Office Operations, Purchase & Stock Control, Office Administration & Management in GCC (Kingdom Of Saudi Arabia & UAE).
* Highly proficient in MS Word, Excel, Power Point, Tally, Access & Internet Applications.
* Have excellent management co-ordination, people management, influencing skills.
* Strong analytical skills and Communication skills outside and within different departments.
* Quick learner and high level of adoption to new systems.
* Entrepreneurial drive, strong work ethics and practitioner of the team player approach.
* Well organized, detail oriented & willingness to assist others.
* Ability to plan, organize, and reliably complete projects with minimal or no supervision.
* Can work under pressure & meet deadlines.
* Well organized, systems oriented & have a strong attention to details
* Possesses excellent organizational skills and can work well independently.
* Adherence to deadlines without sacrificing quality of output.
* Prioritization of work and perfect time management.
* Expert in interdepartmental liaison and coordination.
* Faultless maintenance of reminders and follow-up systems
* Excellent leadership qualities.

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| Employment History – |

***From Jan 2008 to Present***

**Role: Branch Manager**

**Responsibility**

* Taking care of operations to ensure schedules and objectives are met before deadline.

* Oversee the appropriate level of security and stock control to minimize in-store shrinkage.
* Ensure that the highest levels of customer service is implemented in the business with continued compliance to internal and Principals requirements.
* Provide leadership and direction to subordinates towards the achievement of goals and objectives.
* Manage customer support. Plan and support sales and marketing activities. Performs on-going in-depth analysis of sales, sales agreement and promotion performance data.
* Contributes to short and long-term organizational planning, including initiatives geared toward operational excellence.
* Organize work and effective coordination of Commercial and Technical departments taking into account social and market priorities, profit and quality increase.
* To manage, develop and improve the Operation together with appropriately allocated resources, optimizing the relative structure costs.
* Managing all the sales related activity of the company.
* Completing the administrative needs of the Sales Department & forwarding it to Finance.
* To provide an on-going information as to business performance, significant events, issues and situations at risk, and etc. - to immediate Manage, integrating information gathered directly with details received from all staff, and proposing, where possible, suggestions or corrective and improvement action.
* Going through monthly Outstanding Reports and Ensure **sales** team meeting their targets.
* Individual decision making, co-ordinate to the **Sales**/Marketing team and maintain daily report.
* Handling High end customer complaints & resolving their issues with ease, maintaining.
* Maintain office facilities including procurement processing of necessary office supplies and equipment requirements and petty cash management.
* Verifying purchase requisitions coordinate and monitor maintenance services and serve as liaison between departments, management and staff.

1. **SYSTEMS & COMMUNICATIONS HOUSE LTD, KINGDOM OF SAUDI ARABIA**

***From June 1998 to October 2004***

**Role: Stock Control Supervisor**

**Responsibility**

* Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
* Ensure all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner.
* Responsibility for purchasing and the “in-stock” levels within the agreed inventory parameters.
* Purchase inventory within the agreed budgets.
* Maintain a process for returns. Manage a defined area in the storeroom for returns/credits. This area will include out of dates, damaged and un-saleable goods.
* Maintain harmonious working relationship with Suppliers/Vendors within the buying parameters set by the business.
* Maintain the storeroom and the allocation of space for stock. Ensure the storeroom meets business standards.
* Maintain store/merchandising standards as described in our merchandising standards manual; this includes stock management, stock presentation, shelf ticketing.
* Consistently deliver customer service in accordance with our customer service standards.

1. **AL ALAMIAH ELECTRONICS COMPANY, KINGDOM OF SAUDI ARABIA**

***From May 1983 to May 1996***

**Role: Showroom Manager**

**Responsibility**

* Plan and execute such strategies as to ensure that the budgeted target for showroom is achieved or exceeded in volume and profit term.
* Monitor sales process (aspects such as initial customer contact and reception, clarification of need, identification of prospect, follow-up on initial contact, final closure of sale and quality of sales documentation) to ensure quality in the entire process.
* Interact regularly with the existing and prospective customers to establish profitable relationships and determine their present and future requirements.
* Manage all aspects of the showroom to ensure high standards in the display, housekeeping and product information to convey the desired image of the brand and the Company.
* Coordinating all aspects of the business between departments including merchandising, warehousing, customer service, shipping and warehousing.
* Researching and analyzing new & potential customers to attain new business.
* Ensure appropriate and timely information towards the CEO through the issuing of periodical reports on programs, plans, reports on performance of such programs and plans.
* Take decisions and issue instructions on operations of the Company being performed in the ordinary course of business.
* To encourage cooperation and teamwork within organization and towards the other functions of the Company.
* Assign employees to specific duties. Preparing staff schedule for the showroom to ensure the smooth functioning.
* Estimate consumer demand and determine the types and amount of goods, which is fast moving.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Manage executive database for staff, sales & purchase – files, documentations and electronic records.
* Recruiting candidates for various positions & giving instruction for new joiners.
* Staff motivation & employee grievances resolving.
* Maintaining high level of quality standards for the showroom to make sure the reputation is kept high.

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| Education |

**Diploma in Electronic Engineering,** Government Polytechnic Trivandrum, India

**Diploma in Computer Hardware,** Media Computer Training Centre Pvt Ltd, India

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| Relevant Software Skills |

* Tally
* MS – Office, Excel, Power point, Word
* Basic Programs

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| Personal Information |

Nationality : Indian

Date of Birth : 30th May, 1959

Marital Status : Married

Languages known : English, Arabic, Hindi, Urdu,Tamil, Malayalam.

Visa Status : Employment Visa (Transferrable)

**WELL VERSED COMMUNICATION IN ARABIC, ENGLISH AND HINDI**

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***Declaration:*** *I hereby declare that all the particulars given above are true and correct to the best*

*of my knowledge and belief.*

**PLACE: DUBAI , UAE ABDUL**

**DATE: 15-05-2016**

**ABDUL**

**CV No: 1731534**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

