# **MOHAMED C:\Users\legends\Desktop\cv photo.JPG E-Mail:** [**mohamed.331398@2freemail.com**](mailto:mohamed.331398@2freemail.com)

**Position : Cashier (Ref No: 5176-e3-C)** 

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**OBJECTIVE**

**To seek a career in a growth oriented organization, which appreciates hard work and richly reward it.**

**CREER SUMMARY:**

**17 years of an Experience in Retail Store Management and Individually Driven Business , Well Trained for A Luxury Standard Customer Service with effective Communication Skills. And Aware Of all Document Controlling as per the procedure of ISO Standard.**

**Worked as a Cashier in Adnoc Petrol Station and gained a wide knowledge of about all the operational procedure Such as Cash Collection,Bulk Cash Handling,Cash Safe Drop,Cash Management,Bank Deposit,Identifying Notes and Etc.**

**Gained Good Working Knowledge Through Oracle,Maximo Intranet,ERP,HHT,POS,**

**BOS,Octane,Namos and Ms Office.**

**KEY SKILLS:**

* **Ability to Communicate Effectively.**
* **Cash Collection, Cash Management and Cash Handling**
* **Knowledge of Customer Service and Standard Procedures.**
* **Ability to Communicate orally and in writing.**
* **Knowledge of Stock Management.**
* **Good Interpersonal Skills to deal with Customers and other Employees.**
* **Capable of Scheduling and Planning.**
* **Friendly and Problem Solving attitude.**

**WORK EXPERIENCE**

**1. DEC 1999 – TILL DATE-17-Years of an experience as Retail Store- at ADNOC..**

**Period : Dec 1999 – Till Date**

**Organization : M/s. Abu Dhabi National Oil Company (ADNOC**)

**Designation**  : **Superintendent – In charge of Retail C-Store .**

**Job Responsibilities:**

* **Played a Key Role as a team leader and being part in it.**
* **Working as a team leader and Motivating the Team Members.**
* **Arrange regular meetings with Staff Members to improve Business.**
* **Communicate with management and Suggest where to Improve.**
* **Collecting The Cash From Each And Every Island.**
* **Make Cash Safe Drop And Arrange In Proper way to distribute if change required.**
* **Count all the cash and arrange Bank Deposit keep ready to collect by Bank.**
* **Check total Day Sales Amount and Available Cash Is Tally.**
* **After Colletion by Bank Check the Bank Deposit and Summary is Matching.**
* **Ensure Availability of Coins and Change to run the business smoothly.**
* **Gained a good knowledge of Handling cash more than 300,000 daily.**
* **Identify Fast Moving and Slow Moving Items.**
* **Train Team members how to merchandise as per the Procedure of Municipality.**
* **Accurately Manages All Records and Conducts Inventory in regular Intervals.**
* **Control All Documents with ISO Standard Procedures.**
* **Ensures Smooth Running of Outlet, Without any defect.**
* **Preparing Local Purchase orders**
* **Receiving the goods Based on LPO and Posting the invoices**
* **Preparing Goods Return Notes**
* **Monitoring Daily sales and stocks through Oracle system**
* **Controlling the stocks By Daily Monitorial System.**
* **Playing a Key Role to Increase the sales and to achieve targets.**
* **Controlling stock losses through daily monitorial system.**
* **Follow up with the Suppliers For Pending LPO's to ensure availability of all**

**Key Value Products.**

* **Ensures to Keep available of all the key value products**
* **Ensures All Health And safety Proceedures As per the Company Policy.**
* **Holding a good knowledge of operating HHT for Booking Invoices, Preparing**
* **Goods Return Note and using it for inventory purposes etc.**
* **Preparing Bank Deposit System.**
* **Preparing Debit Credit Revoke System.**
* **Preparing Daily Sales Summary**
* **Preparing Monthly Sales Summary.**
* **Excellent Communication Skills developed and Self Motivated.**
* **Cash Cllection,Cash Safe Drop and Cash Management.**
* **Capable of Working with Multi Cultural Society.**
* **Well Trained For Excellent customer Service.**
* **Improved Skills to work Under pressure**
* **Responsible to Monitor Maximum Customer Satisfaction.**
* **Preparing Duty Roster for staffs to Control the Manpower.**
* **Responsible for manpower availability.**
* **Preparing Time Sheet Report.**
* **Providing a good customer service**
* **Running the outlet Smoothly without any kind of defects**
* **Monitoring the expiry of all products**
* **Co-operating with Auditors During All the Inventories**
* **Responsible for Annual Staff Performance Appraisal.**
* **Reporting to Managers and following all their instructions.**
* **Ensures to arrange annual leave and passport of all the staffs.**
* **Ensures to arrange all the Facilities Managements.**

2. **FROM NOV 1998 TO NOV 1999:**

**Period : Nov 1998 – Nov 1999**

**Organization : M/s. Juma Clearing & Forwarding Transport**

**Dubai U.A.E. Designation**  **: Logistics Coordinator**

**Job Responsibilities:**

**Play a Vital Roll in Collecting the Import & Export Documents from the shipping companies and clearing the consignments from Ports & Customs Authorities.**

3. **FROM JULY 1998 TO NOV 1998:**

**Period : July 1998 – Nov 1998**

**Organization : M/s. Fine Art Garments Pvt. Ltd., Chennai, India**

**( A Leading Garment Export House)**

**Designation**  : **Purchase cum Stores In charge.**

4. **FROM FEB 1995 TO JULY 1998:**

**Period : Feb 1995 – July 1998**

**Organization : M/s. Medident India Pvt. Ltd., Chennai, India**

**(A Leading Garment Export House)**

**Designation** : **Purchase cum Stores in charge.**

5. **FROM JAN 1992 TO FEB 1995:**

**Period : Jan 1992 – Feb 1995**

**Organization : M/s. Essay Exports, Chennai India**

**(A Leading Garment Export House**)

**Designation** : **Stores In charge**

**Job Responsibilities:**

* **Worked as a Head of Purchase Department**
* **Collecting Quotations**
* **Negotiating prices**
* **Finalizing the prices with approval**
* **Arranging the material within the production schedule**
* **Keeping awareness of market prices**
* **Visiting to suppliers’ work site and inspecting the qualities**
* **Controlling the qualities of entire accessories**
* **Controlling inventories of receipts and issues**
* **Preparing purchase orders**
* **Preparing delivery notes**
* **Preparing goods receipt notes**
* **Preparing stock statements**
* **Awareness of available stocks and utilizing it in a proper way**
* **Verifying the invoices prior to settle its payments**
* **Gained a good knowledge of textiles and garments and all kind of cotton fabrics.**

**6.FROM JUN 1991 TO DEC 1991:**

**Period : JUN 1991 – DEC 1991**

**Organization : Hotel President –Chennai -India**

**Designation**  **: Supervisor.**

**Work Experience: Worked as a Supervisor Reporting to Manager- and Gained a wide Operational Knowledge of about Five Star Hotel. Such as Time Keeping, House Keeping Restaurant, Bar, Front Office Activities Etc.**

**EDUCATIONAL PROFILE:**

**Higher Secondary (Justice Bsheer Ahmed Saeed Matriculation Higher Secondary )**

**Secretarial Course - In Computers (Al Madani Computer Institute –Dubai)**

**Type Writing – English Lower Grade (Thyagaraya Institute of Typewriting)**

**COMPUTER PROFICIENCY:**

**Excellent Knowledge of MS Office - Holding wide operational knowledge in Computers covering module like Oracle, Maximo, HHT ( For the purpose of Inventory, Goods Recieving, Returns and etc.)**

**ADDITIONAL QUALIFACATIONS:**

**Pattern Making and Fashion Grading - issued by Madras Institute of Fashion Technology**

**TRAINING AND SEMINARS ATTENTED:**

* **Customer Service Seminar – ADNOC Distribution, Abu Dhabi**
* **Communication Development. -At Adnoc Training Centre Alain.**
* **Product Knowledge. - At Adnoc Training Centre Alain.**
* **Waste Management - At Adnoc Training Centre Alain.**
* **Safety Procedures - At Adnoc Training Centre Alain.**
* **Supervisory Skills Development Programme – ADNOC Distribution,**

**Abu Dhabi held on06.10.2008 to 13.10.2008. At Hotel Rotana, Al Ain.**

* **Basic Fire Fighting -Abudhabi Certified Course**

**(Emirates Technical and Safety Development.Centre)**

* **Essential Food and Safety ,Exam attended and Certified.**
* **Rewarded by Adnoc Distribution For Long Service.**

**PERSONAL PROFILE:**

**Marital Status : Married**

**Nationality : Indian**

**Religion : Islam**

**Visa Status : Residence**

**Languages known : English, Arabic,,Hindi, Urudu, Tamil, Malayalam**

**Licence : Two Wheeler**