**SHERIF**



**DUBAI UAE**

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**Career Objective**

* To secure a position in a well-established organization in the field of retail management and customer service that will allow me to use my extensive 12 years experience in the field including strong organizational skills, Microsoft expertise and ability to lead and develop people.

**Work Experiences:**

**Purchasing coordinator - Circle K convenience Arabia LLC Dubai, UAE (2010 -2013)**

* Ensure materials are procured well within budget and delivered on a timely basis to meet work requirements.
* Integration with relevant departments to ensure proper flow of data and its effective utilization.
* Review, update and implement a system of managing suppliers, as well as update current market prices database.
* Negotiate with suppliers for competitive quotes.
* Review and approves requisitions for supplies and designates approved supplier.
* Monitor purchase orders for compliance and identification of new opportunities where common products are being obtained by various units from numerous suppliers.
* Generating LPO as per approved requests from various departments.
* Work with suppliers and contractors to advise and negotiate.
* Sourcing of new alternate vendors.
* Analyzes market and delivery conditions to determine present and future red and material availability.

**Warehouse &Purchasing Executive - Circle K Convenience Arabia LLC (2009 - 2010)**

* Ensuring stock requirements are monitored and ordered from suppliers in time.
* Verify inventory records to determine if material on hand in sufficient quantity.
* Stock control: receiving, sorting, storing and delivery to various stores.
* Maintain records of documents and data entry into system.
* Ensuring expired and damaged stock to be returned to suppliers on time.
* Plan out all warehouse activities and resources in relation to company objectives and set targets, including third party logistics and movement of stocks.
* Managing of inventory cycle count and security of stocks.
* Provide merchandising manager with update on stock limits.
* Coordinate activities involved with procuring goods and services, such as products, food stuff, equipments, tools, parts, supplies, consumables and advertising, for the organization.
* Acting as a point of control between stores &suppliers & ensure all issues are resolved at the earliest.
* Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule.

**Area Coordinator-Circle K Convenience Arabia LLC Dubai UAE (2008-2009)**

* Oversees 12 Circle K Stores.
* Ensure operations are functioning within the guidelines and standard of Circle K**.**
* Maximizes sales and profitability of the business.
* Evaluates and reports performance of the store staff to operation director.
* Coordinates with store managers and associates to identify and establish specific goals.
* Coordinates with merchandising department for creation and execution of any sales promotions for current or upcoming season.
* Coordinates with other departments for maintaining better business administration.
* Manage and motivate store staff to reach or exceed sale.
* Responsible for all the combined performance of all the assigned stores.
* Participate in the training of new hires and existing employees.

**Store Supervisor - Circle K Convenience Arabia LLC Dubai UAE (2006 -2008)**

* Achieving individual store sales and income targets.
* Store appearance, cleanliness &strict hygiene &HACCP compliance.
* Initiating & co-coordinating maintenance requirements.
* Managing the product range, stock inventory.
* Pricing and merchandising.
* Staff appearance, development performance & training.
* Customer service.
* Management of delivery service and corporate accounts.
* Full financial responsibility & accountability.
* Compliance with company policies & procedures.

**Customer Service Representative /Store in Charge – 24Seven LLC Dubai (2005-2006**)

* Day to day store operations and daily banking and petty cash handling.
* Purchase ordering and stock monitoring.
* Cost and wastage control analysis.
* Receiving and dispatching delivery efficiently.
* Implementing merchandising and vendors policies and procedures.
* Directly reports to store manager.

**Special Skills:**

* Excellent analytical, problem solving and decision – making skills.
* Sense of responsibility and integrity, Team Oriented.
* Excellent operational ad organizational skills.
* Staff training development and supervision of personnel.
* Computer application as MS word, excel and internet.
* Fast learning and adapting with new environments.
* Fluent in English and Arabic as Mother Tongue, languages (oral, written and expression).

**Personal details**

* Date of birth : 11/01/1979
* Gender : male
* Marital status : married
* Nationality : Egyptian
* Driving license: UAE valid license