Mohammed

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***Career Summary***

* A competent professional with **over 5 years** of experience in **Store Management, Operations Management, Resource Management, Inventory Control and Customer Relationship Management.**
* Experience working as **Branch Head**for Software and Hardware support and services.
* Competencies across:

**Leadership/ Store Operation Customer Relationship Stock Management**

**Inventory Management In Store Standards Resource Management**

* Excellence in addressing issues, resolving performance bottlenecks and achieving desired objectives.
* Extensive background in challenging environments with proven ability to represent company with customers.
* Adept at bagging loyalty from customers by enrolling them into the loyalty programme.
* Skilled at ensuring that the store standards are met with international standards at all times.
* Possess excellent interpersonal, analytical & negotiation skills with proven track record of utilizing a process-oriented approach towards the accomplishment of cost, profit, service as well as organizational goals.

## Education

**2011 B.Com. (Computers)**From Devi AhilyaVishwaVidyalaya, Indore.

**2010 Diploma in Computer Application**CEDMAP IT Education Centre, Indore.

## IT Skills

* Well versed with Windows XP/Vista/7/8, HTML, Adobe Photoshop,MS Access, MS Project, MS Excel, MS Word

***Areas of Expertise***

* Playing a key role in carrying out store management of various products including operations budgeting, planning & execution, packaging and space management.
* Replenishing of stock items by raising purchase indents and delivery advices & scrutinizing purchase indents for spare parts.
* Monitoring availability of stock, making arrangements to ensure on time deliveries.
* Ensuring optimum inventory and handling re-cycling of surplus accessories to achieve cost savings.
* Maintaining the cash receipt and payments with minimum errors.

## Career Recital

**March 2012 to Current** **Indore, India Store Supervisor/Cashier/Customer Relationship Manager**

**Highlights:**

* Played key role in restructuring sales environment which improved day to day activities.
* Dexterously coordinated with finance and production department.
* Ensured the stock availability on daily basis, order placement and follow up.
* Handled bank and cash transactions smoothly with minimum errors.
* Successfully achieved target using available manpower, distributing the work and following up.

***VISA Status***

VISA Status : Long Term Visitors VISA (Valid)

Available for Joining : Immediate

***Declaration***

I assure you, if a chance is given to me to serve under your supervision, I will perform my duties honestly to the satisfaction of superiors.