**Mohammed**

[**Mohammed.361921@2freemail.com**](mailto:Mohammed.361921@2freemail.com)

# Executive Summary

B’com with over 4-year experience in areas Procurement, forecasting, Ordering, Finance, emailing chasing, management, customer service and Supply chain with the ability to perform, deliver and drive excellence in specific areas such as Adhoc reporting, data protection and data reporting on the central database has given me the third dimension to shoulder larger roles.

# Professional Skills

* Excellent problem solving, analytical abilities and communications skills.
* Amazing ability to multi-task.
* Ability to deal with people diplomatically in high pressure environment and critical situations.
* Ability to work in a team and individually.
* Ready to learn and adapt in a new environment.
* Task oriented, highly responsible and always flexible timing.
* Outstanding ability to operate personal computer.

Concentrix – Minacs 2016 April 06 – 2017 March 31

**Planning and MIS –Financial Senior Analyst.**

* Regular submission of enterprise level financial reports to the top management, investors and other stakeholders for effective decision making.
* Improvement in profitability of clients through in-depth financial analysis.
* Preparation of management/board presentations to internal and external stakeholders.
* Maintaining investor relations and involved in budgeting exercises.
* Custodian of historical financial data and liaison among global support teams.
* Provide business solutions through outlier analysis, forex impact analysis.
* Accounts planning exercises and Variance analysis.
* Perform accounting, data management and analytics exercises at a global level.
* Validating and forecasting client’s data with our data.
* Understanding the revenue flow by the flash calls from the investors and updating the date in files.
* Uploading the flash file, profil&loss and balance sheet for overall business.
* Preparing revenue and Gross margin files for the new clients.
* M&A – financial due diligence experience and part of investor negotiations.
* New portfolio consolidation.
* Weekly revenue reports.
* Master JD - detailed file with Revenue, Gross margin, contract detail.
* Report weekly performance of the KPIs.

Merchandising Operations 2014Dec 08 – 2016 April 01

**Stock Controller Dotcom & Merchandising Planning Operations Stores, Tesco HSC,**

**Accountabilities**

* Report weekly performance of the products handled (1478 Products both Stores & Online) back to the Category & Stake holders in the UK.
* Responsible for determining customer market needs, growing selection sub-categories, brands and use cases, managing vendor partners, optimizing vendor terms and getting support for marketing campaigns.
* Responsible for allocation of stocks on website, doing Assortment Planning, OTB calculations etc.
* Work on replenishment of product for both stores and online by analyzing the store and sales.
* Placing timely purchase orders on low stock or out of stock products.
* Lead the supplier calls on daily basis to prioritize the stock.
* In Depth Retail price analysis for each category/subcategory.
* Plan stock/intake requirements to meet the budgeted sales and manage the building, selection and buying process of ranges maintaining gross profit on purchases.
* Managing Suppliers on a daily basis communicating on the need + what is available with the supplier to get stock into the depot within the agreed lead time.
* Automating and simplifying existing reports for flawless and convenient execution maintaining zero error rate for item and cost amendments.
* Resolving all depot stock issues promptly so that optimum availability and stock holding targets are maintained.
* Attending weekly trading discussions, making recommendations to ensure Sales and profit performance is maximized.
* Involved in the quality check of the team and ensuring 100% accuracy in the team.
* Maximizing Sales of the Products pre & post launch by ensuring chasing all the purchase orders delivered in the depot & suggesting & application of Promotions & Markdowns.
* Monitoring line margins on a weekly basis and reporting to Category on instances that may lead to negative margins (Undercharge/ Overcharges)
* Managing product buying, range building, supplier liaison & negotiation, promotion & markdown management and order management Analyzing demand, sales on a product level for the range & season, suggesting orders & tracking the top sellers ordering replenishment stock to attain availability of the product over demand & maintain continuity over the season

**Highlights:**

* Facilitated 90 -95% of availability of products for continuous sales and give customer what they need at the right time
* Key Stake holders & suppliers handled. (who make a difference to the business)

**Projects Undertaken:**

* Analysis on planned versus actual sales performance for new products in season launch.
* Developed internal reports to check quality, accuracy and TAT (turnaround time) for GM (General Merchandising) operations.
* Worked on “Held Stock Project” saving 10000 GBP for Cook and Dine category.

**TESCO, HSC**

Supplier Reconciliation - (Business Support Team) June 2012 – May 2014

**Role: -** Associate (Operations)

Supplier Reconciliation Business Support Team primarily charges various suppliers for any faulty food products supplied to our stores across UK handles product discrepancies such as product incorrectly priced and setup on the central database. The supplier charging team is the only team here in India that acts in between two support offices in Dundee and Cardiff (UK) along with the relevant sub teams back at HSC.

**Job Profile:-**

* Charging the 1500+ suppliers for any faulty products to our stores across UK.
* Dealt with issues using the mediums telephone and e-mails.
* Analyzing the complaint to find out the right suppliers and charge accordingly.
* Calculate the charges based on product value, admin charges, GOGW and VAT.
* Handle the credit process for all the suppliers on a periodically bases.

Product Complaint Processing - (Business Support Team)

**Role: -** Associate (Operations)

Product Complaint Processing Business Support Team primarily charges various suppliers for any faulty food products supplied to our stores across UK handles product discrepancies. The PCP team is the only team here in India that acts in between two support offices in Dundee and Cardiff (UK) along with the relevant sub teams back at HSC.

**Job Profile:-**

* We receive the complaint forms from our customers across UK who have faced hardships using one of our many 50K products and we log these cases against the suppliers on the central tool known as Madison.
* We analyze the complaint to find out the right suppliers and charge accordingly.
* We once charged the supplier will send a letter of confirmation to the supplier.

**Achievements:-**

* Achieved daily targets and have set an example to the other team members.
* Appreciation from Managers and supervisors for resolving their issues within the set timeline.
* Shortlisted by the management and was selected to work for Supplier Reconciliation as secondment.
* Awarded at the Business Service level for outstanding performance.

Educational Qualifications: -

* MBA – Sikkim Manipal University (perusing)
* Bachelor of Commerce – SSMRV Degree College, Bangalore.
* Pre-University College – Al-Ameen PU College, Bangalore.
* SSLC – Kaveri Convent, Bangalore.

# Additional Pre-requisites: -

* MS -Office (Excel, word, PowerPoint),SQL, Reporting, Oracle internet application (RMS & RPM), Order Management, Mainframe (LM & MM)- Logistic management & Material Management, Finance.

# Declaration:-

I do hereby confirm the information provided above is true to best of my knowledge and belief.