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**ABDUL**

**E-Mail:** abdul-396441@2freemail.com

**~SENIOR OPERATION CONTROLLER,AGENCY SALES MANAGER**~

**Total Work Experience: 11 years with UAE Driving License.**

**-: SUMMARY :-**

**Featured Accomplishments**

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| **Company** | **Accomplishment** |
| ·  Luxury retailer | Inventory management, Brand planning, Multi store management (4 to 7), Retail operation, forecasting & Budgeting, and Process improvements. |
|  | Initiated product receiving and checking the variance. Stock count management, New outlets opening and amendment.  |
| ·  Metlife insurance company | Recruiting, developing, and imparting training and development.Achieving target through the team. |

**ACADEMIC OVERVIEW**

**M.B.A in HR & Marketing - ANNA University. 2007.**

**B.Com Computer Application -Calicut University. 2005**

**PROFESSIONAL EXPERIENCE**

 **Luxury retailer in UAE and all over Middle East. (01 July 2014 to till date)**

**Senior Operation Controller – Commercial Operation Department.**

It was established in the year 1986, as part of the Al Fahimbusiness conglomerate, and the luxury retailer, Importer and frachasie with other fashion luxury brands in UAE and Middle East.

**Duties & Responsibilities.**

* Responsible for the Central control and inter store logistics of goods to the concerned outlets from supplier and central warehouse.
* Managing inventory based on the sales figures to maintain the healthy stock level in the concerned outlets with different tools of analysis.
* Replenishment of stocks as per the store requirements based on the status file, forecasting and the basket value of the store.
* Manage the stock level through the proper liquidation plans from and making floor active with fast moving SKU’s.
* Maintain forward cover regarding the stock level based on average sales and to maintain pre order as per the seasonal and promotional stocks to the store.
* Warehouse management on daily basis for the replenishment of floor stock level.
* Liaise with marketing, service and category department regarding the Niche brands and the extra mall podiums and catwalks and to execute the approved plan in the end retail floors.
* Responsible for all operational activities in the store, Brand promotions and generating various reports through ERP software.
* Responsible for the interim and Cycle stock counting procedure in the concerned outlets and to supervise the stock counts.
* Control of the damaged goods and issuing credit notes to the suppliers through internal brand managers and with retail department for the annual damage budgets.
* Communication of showroom targets to the Retail floor and follow up on the achievements with the concerned sections.

 **Assistant Store Controller (19 May 2011 to 30 June 2014)**

* Receiving products from supplier through the available PDA device and support with ERP.
* Pilot to opening of new showroom and the other commercial tasks and consolidate the report based on commercial check list.
* Manage and control operational expense through different approvals.
* Price Management includes Responsibility for implementing any price changes, resolving queries and re ticketing the items.
* Mall Administration – Deal with the Mall Management office regarding applicable rules and regulations and for the smooth operation of event and promotion in the stores.
* Cash ManagementReconciliation of daily credit card sales/cash sales and gift vouchers and Petty Cash Management and reconciliation.
* Prepare retail check list and collect recommendations from RM regarding any out of line situations from the retail check list.
* Cash management and assessing daily sales reports for the concerned retail showrooms.

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 **Metlife insurance company Pvt LTD**

 **Major insurance provider in the world. (03Sep 2010 to 28 Dec 2010)**

**Agency Sales Manager – Agency Operation Department.**

* Identifying and recruiting new agencies. (Share brokers and other NGO’S)
* Imparting induction training for their business development.
* Identifying prospective clients from varies sectors such as government and corporate, generate business from existing and there by achieve business targets.
* Interacting with agencies and their customers regarding the existing plans and future challenges.
* Achieving the sales target through the team.
* Imparting/organizing training programs for achieving pre planned objects.

**AWARDS & ACHIEVEMENTS**

* **Government of Dubai and Dubai Police**

Better and safe driving without any accident and traffic violation.

* Participated in many Inter school / college competitions and festivals
* Represented as the college team in Volley ball.
* College individual champion in sports.

**PROJECT XPERIENCE**

Effectiveness of Human resource development programs in the organization with Metlife India insurance company LTD. Cochin. (Area-Training methods)

**COMPUTER SKILLS**

* **OS EXPOSURE –** Windows 98/2000/XP/Vista / Linux Debian
* **Packages –** SPSS, Microsoft Office, Open Office 3.0.1, FoxPro, Tally.
* **Languages –** C, C++

**PERSONAL DETAILS**

 **Marital Status** : Married

**Driving License** : Valid UAE Driving License

**Visa status** : Employment Visa

**Linguistic Proficiency** **:** English, Hindi, Tamil & Malayalam.

**Date of Birth** : 30 May 1985.

**Nationality**  : Indian.