



NAJUMEER N.P

NP HOUSE NEAR REST HOUSE

THALASSERY- KANNUR

KERALA - INDIA. 670101

Cell+971506120158

Email id- muhammednajumeer@gmail.com

PROFESSIONAL SUMMARY

Proficient in overseeing operations and achieving set goals, to secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of customer services to work in a professionally managed challenging environment which gives greater opportunities to achieve high standards of performance

WORK EXPERIENCE

STORE KEEPER

LOUTS HYPERMARKET-JUN 2019-NOV 2021

KERALA- INDIA

DUTIES /RESPONSIBILITIES

- ❖ **Understand and manage product knowledge and be responsible for store team members**
- ❖ **Able to follow standards for issuing and receiving stock within the store's area of operation**
- ❖ **Monitor PAR levels for all food items to ensure proper levels**
- ❖ **Monitor and take inventory on regular basis to compile orders based on per level or needs**
- ❖ **Keeping accurate recording of all incoming and outgoing goods**
- ❖ **Identify and report any slow moving items to avoid over purchasing**
- ❖ **Verify and track received inventory and complete inventory reports and logs**
- ❖ **Perform any other duties as assigned by the management or supervisor**
- ❖ **Speak with others using clear and professional language**

EDUCATIONAL QUALIFICATION

- ❖ **Completed Bachelor degree in commerce**
Indira Gandhi national open university- 2015-2017
- ❖ **Higher Secondary Education 2013 – 2014**

F& B STORE KEEPER

FEFA GROUP-FEB 2018- MAY 2019

KERALA - INDIA

DUTIES /RESPONSIBILITIES

- ❖ **Maintain clear and organized record to ensure all reports and invoices are filed and stored properly**
- ❖ **Responsible for storage of both food and beverage and operational stock**
- ❖ **Responsible for the day to day check on the storage facilities for upkeep and hygiene**
- ❖ **Refuse acceptance of damaged unacceptable or incorrect items**
- ❖ **Ensure store requisition form is signed by the person collecting the good and enter into the inventory materials management system**
- ❖ **Knowledgeable in ERP applications**
- ❖ **Knowledge of proper book keeping and inventory management**

CERTIFICATE AND COURSE

- ❖ **Diploma professional accounting**
- ❖ **Diploma Microsoft office**

LANGUAGES

English, Hindi, Malayalam

CORE COMPENTANCE

- ❖ **Excellent written and oral, and verbal communication skill**
- ❖ **Must have a customer services skills**
- ❖ **Flexibility to respond to a range of different work situations**
- ❖ **Must be able to work for at least 6-8 hours a day**
- ❖ **Analytical skill and problem solving ability**