



ANANDAN ANIL KUMAR

Email

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Dedicated Receiving Manager successful at working with diverse personalities and experienced in busy office environment and cooperatively with all the entire team members to streamline smooth operation process and handing the venders deliveries. Significant contributor to monthly and quarterly reporting to executive management. Driven managerial skills to offering in-depth experience in administration of vital business processes. Excellent communicator and team player with strengths in daily operations management, workflow improvements and internal controls in the entire operations. Organized and efficient team member to supporting corporate level officers and senior management personnel with demonstrated expertise in retail store receiving department.

EDUCATION:

UNDER GRADUATE COMPLETED (PRE-DEGREE COURSE)

WORK HISTORY:

Majid Al Futtaim Retail-Carrefour Sur, Muscat, Oman(2007 OCTOBER to 2021 SEP 30)

- . working as a Receiving Manager
- Monitoring the supplier's deliveries
- Verify the import deliveries and calculating the landed cost
- Supervise all the delivery control management processes
- Coordinate with the Head office payable manager to validate the inventories
- Coordinate with the head office Import Manager for the accuracy of all the customs related matters in the import deliveries

Worked as a section in charge in food section

- Communicate with all the vendors sales representatives to promote the sales
- Coordinate with the vendors to negotiate various in store promotions
- Assist the management and attend various trainings to implement new strategy to promote the sales

SKILLS:



Edit with WPS Office

Proficient in [Logali (GIMA), MS Excel, MS Word]

- Documentation and control
- Staff Management
- Invoicing
- Training and Mentoring
- Invoice Processing
- Team Building
- Reporting Capabilities
- Document Auditing

Languages:

English, Arabic, Hindi, Malayalam.

Driving License:

Having a valid Oman light motor driving license

Passport details:

Passport Number: M2927729

Date of Issue: 14th Dec 2014

Date of Expiry: 13th Dec 2024

Personal Profile.

Date of Birth: 28 April 1977

Gender : Male

Marital Status: Married

Nationality: Indian

Declaration

I hereby declare that the above details are true to the best of my knowledge.

Anandan Anil Kumar.

