



# MUHAMMED HASHIK

## PROFILE SUMMARY

Highly motivated, deadline committed, goal driven accountant with over 9 years of experience. Proven track record of excellence. Some of my core skills include Sales, Marketing, budgeting and forecasting. Supervised internal and external audit.

**Expertise in partnering** with business leaders in assigned service areas for ascertaining talent needs, business strategy and Sales skill, resource management, driving the business leaders to be People Managers, establishing strong feedback system

## PROFESSIONAL EXPERIENCE:

- Three years of work experience in **BEAUTY LINES COSMETICS-QATAR** as **STORE KEEPER Cum OFFICE ASSISTANT**
- Two years work of experience at **ITC LIMITED** as **SALES EXECUTIVE**.
- One year work of experience at **HINDUSTAN UNILEVER LTD** as **SALES EXECUTIVE**.
- Two year work of experience at **HINDUSTAN COCA COLA BEVERAGES**.

## ☐ WORK SUMMARY:

### STORE KEEPER

- Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

## Contact Details

Mob: +971-525160067

Email: hashimohdpni@gmail.com

Present Address:

Karama Center  
Al Karama,  
Dubai, UAE

## Core Competencies

- Marketing Skills
- Sales development
- Organizational Development
- Good Communication Skills
- Employee Engagement & Welfare
- Good Sales Skill
- Attrition Management
- Training & Development
- Good Accounting Knowledge
- Liaison & Coordination
- MS office

## Languages known

English

Malayalam

Hindi

Tamil

## Educational Qualification

- **B.Com** FROM CALICUT  
UNIVERSITY, KERALA  
(2008-2011)

## Personal Details

Nationality: **Indian**  
Passport No: **V0519416**  
Marital Status: **Single**  
Visa Details: **Visiting Visa**

- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for the day to day check on the storage facilities of upkeep and hygiene.

### Designation: **SALES EXECUTIVE**

- Facilitate cold and warm calls to prospective leads; schedule and follow through on calls with leads and current customers.
- Source and work customer referrals.
- Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed.
- Perform cost-benefit analysis for prospective customers and advise on appropriate purchase options.
- Promote specific products as directed by upper management.
- Inform leads and customers of current promotions and discounts.
- Maintain positive business and customer relationships in the effort to extend customer lifetime value.
- Develop strategies for more effective sales, both individually and as part of a team.
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review.
- Self-improve continuously by way of experience and manager feedback.
- Acting as a contact between a company and its existing and potential markets.
- Gathering market and customer information;
- Negotiating variations in price, delivery and specifications with managers.
- Advising on forthcoming product/services developments and discussing special promotions.

### **DECLARATION**

I hereby declare that the information provided here is true to the best of my knowledge.

Date:

Place: Dubai

Muhammed Hashik