

MOHAMMED SHEREEF .C.M

Latifa Building

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CAREER OBJECTIVE

Seeking a challenging work environment which would offer the opportunity to take on new challenging roles, as well as expand professional skills. Sales/Operation dept/Customer Service/Logistic dept with 19+ Years' experience. I have good knowledge of product trends and the ability to take initiative and work independently while being a team player.

STRENGTH

- Detail Oriented and thorough Professional 'Can-Do' Approach
 - Flexible in Dealing with Different View Points and Styles
 - Excellent Interpersonal Communication and Organizational Skills
 - Ability To Develop Strong Relationships
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CAREER SNAPSHOT

Warehouse In ChargeNaaas Holding Group
Doha-Qatar

Dec-2020 –Present

- Strategically manage warehouse in compliance with company's policies and vision
- Oversee receiving, warehousing, distribution and maintenance operations
- Setup layout and ensure efficient space utilization
- Initiate, coordinate and enforce optimal operational policies and procedures
- Adhere to all warehousing, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Prepare annual budget
- Liaise with clients, suppliers and transport companies
- Plan work rotas, assign tasks appropriately and appraise results
- Recruit, select, orient, coach and motivate employees
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc)

Admin Co-coordinatorEmirates Printing Service LLC
Dubai-UAE

Oct-2017 –Jun-2020

- Processed invoices, distributed mail, ordered supplies, processed expenses and maintained calendars.
- Prepared requisitions for the purchase of supplies and maintained inventory of purchases.
- Monitor and direct incoming mail; prepare outgoing mail for pickup
- Perform general administrative, clerical, and executive support tasks to ensure organizational sustainability
- Organize and facilitate workflow to ensure a productive workplace
- Coordinate with outside vendors and contractors
- Directly supervise clerical support staff
- Manage inventory of office supplies; purchase supplies and equipment when needed
- Operate office machinery such as computers, photocopiers, and printers; perform light maintenance and troubleshooting

Inventory Controller

Baqer Mohebi Enterprises LLC
Dubai, UAE

Dec-2013 –Oct-2017

- invoicing, preparation of online sales orders, online credit cash invoices, material issue, market return, material return, good receipt
- Root cause analysis of inventory discrepancies, look for solutions to recurring problems
- Report back to production inventory transaction errors and return to stock issues
- Track and maintain inventory accuracy in all warehouses
- Account for all production batch tickets, check for variances/errors, and file
- Run lot aging reports daily, sample product for evaluation, escalate aging issues to minimize financial loss
- Respond to count requests from various departments promptly depending on priority
- Maintaining a structured, and confidential filing system, Point person for day to day inventory issues

Inventory Assistant

VV & Sons LLC,
Dubai, UAE

Apr-2008 –Jun-2013

- Data entry: invoicing, preparation of online sales orders, online credit cash invoices, material issue, market return, material return, good receipt
- Documentation: maintaining a structured, and confidential filing system, preparing the missing report of manual as well as PDA invoice and giving reports to concerned managers,
- Promo package break up: online set making, set breaking, adjustments and substitute entries for month closing

Sales Merchandiser

LULU group International,
Dubai, UAE

Dec-2002 – Mar-2008

- Assisting visual merchandisers to plan store layouts to promote key lines.
- Accurately stocking and rotating products onto shelves from backroom Inventories.
- Building up and maintaining product displays.
- Ensuring that enough merchandise is in stores at the right time in the season
- Maintaining products on Store racks, shelves and displays.
- Rotating products from the back stock to shelf and display locations.
- Completing all paperwork and necessary documentation.
- Negotiating prices, quantities and delivery time-scales with suppliers.
- Removing any dented, dirty, expired, damaged, or out of code products from display.

EDUCATION:

Pre-degree: Calicut University, Kerala, India

IT PROFICIENCY:

MS Office, Graphic Designing, SAP-retail, Oracle E-Business Suite, ERP

PERSONAL DETAILS

Nationality: Indian, Date of Birth: 04-Jun-1982, Marital Status: Married
Languages: English, Hindi & Malayalam, Tagalog Valid
UAE light vehicle License

