

ABDUL MUNEEB B.I

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Objective:

To develop my career in an environment, where my skills and knowledge along with my enthusiasm will be fully utilized and extended and which gives me a good career exposure.

Professional Experience: (6 years)



Lifco ,UAE

Sales Merchandiser(Carrefour,Lulu outlets etc..)

27/05/2019– 26/5/2021

Responsibilities:

- Make good display of products to attract customers.
- Merchandising the product and checking the stock and reordering of stock.
- Strengthening customer relationship & building loyalty.
- Follow up LPO from outlet.
- Stock checking and making purchase order.
- Preparation of periodical sales reports.
- Always alert about responsibilities.
- Regular check and ensure the product availability.
- Discussing with superiors regarding new product,sales growth and others.
- Ensure delivering item to outlet from warehouse in time.
- Always checking near expiry and making GRN as per company rule.



Sun and Sands Sports

Store in charge

06/03/2017 –09/03/2019

Responsibilities:

- Complete store operational requirements by scheduling and assigning employees.
- Identify current and future customer requirements by establishing rapport with potential and actual customers.
- Ensure availability of merchandise and services by approving contracts
- Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers.
- Organize special promotions, displays and events.
- Respond to customer complaints and comments
- Ensure standards for quality, customer service and health and safety are met.

PEACE Public School Kasaragod, Kerala.

Administration Dept, Store Keeper.

06/04/2014 – 09/01/2017

Responsibilities:

- Responsible for Public Works inventory.
- Assisted Regional Controller as directed.
- Counted and sorted all incoming goods.
- Performed general office and administrative responsibilities.
- Create Purchase Orders as needed.
- Contact vendors and responsible for returning damaged goods to vendors.
- Performed mail and parcel shipping activities.

Skills:

- Good communication skills and a excellent telephone manner.
- Able to sell to large and small clients.

Languages: English,Arabic, Hindi and Malayalam

Computer Skill: MS office and internet knowledge.

Writing Skills: e-mail writing and report writing

Educational Qualification:

Bachelor of Commerce (B.Com) Kannur University

Plus Two(Govt. Higher Secondary school Kasargod,Kerala)

S S L C (Govt. high school,kasaragod.)

Personal Details:

Visa Status	:	Visit Visa
Marital Status	:	Married
Nationality	:	Indian
Passport No	:	T8253682

Declaration: I hereby declare that the above written particulars are true to the best of my knowledge and references will be furnished as per the request.

Place:

Date:

Abdul Muneer BI