

MUHAMMED ASHIK M

PROFESSIONAL SUMMARY

I am looking forward to an interesting and challenging Any Suitable jobs. Teamed up with my field skills I am interested to putting in all my efforts to achieve the sound satisfaction of my superiors, whomever I work for

WORK EXPERIENCE

- ❖ **Store Keeper** *03 Years*
Lulu Hypermarket - Doha Qatar
- ❖ **Salesperson** *01 Year*
Lulu Hypermarket - Doha Qatar

Job Description: -

- General and department-specific, routine, daily store activities, including processing postings, supplies receipt and distribution, carry out inventories and inventory control activities, and may manage purchase and change orders.
- Monitoring the temperature while receiving the items (Chiller and frozen)
- Using FIFO, LIFO, FEFO methods
- Keep records of items shipped, received, or transferred to another location
- SAP Management
- Receiving incoming merchandise and verifying that they are undamaged.
- Proven data entry work experience, as a Data Entry Operator or Office Clerk.
- Experienced in using the Microsoft Excel and word.
- Familiarity with administrative duties -Experience using office equipment, like fax machine and scanner Receiving the Raw material orders/ request from concerned departments. -Creating orders in the system as per the request received.
- Creating Purchase order, Sales orders, and Transfer orders in the WMS SYSTEM.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)



CONTACT

- 📍 AL-KARAMA, DUBAI
(United Arab Emirates)
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PERSONAL DETAILS

Date of Birth : 10th May 1999
Gender : Male
Nationality : Indian
Marital Status : Married
Languages : English, Hindi & Malayalam

PASSPORT DETAILS

Passport No : U4689850
Date of Issue : 16 Mar 2020
Date of Expiry : 15 Mar 2030
Visa Status : Visit Visa

COMPUTER SKILLS

- TALLY ERP-9
- Peachtree (Gulf Accounting)
- MS Office
- Excel
- Data Entry
- Sap

- Organize and maintain original paper evidence -Adhere to and meet set schedules and deadlines - Input, track, and maintain all encoded data and records.

EDUCATION

- **BBA** | Airline & Airport Management (Bharatiyar University)
- **Higher Secondary** | HSE Kerala
- **SSLC** | Board of Kerala

PERSONAL ASSESMENT

- Flexibility, adaptability and the willingness to learn new skills
- Excellent communicator with the unique to work alone or in team
- Ability to deal with sensitive people management issues Effectively

ACHIEVEMENTS

- Good Appearance
- Customer Handling and Requirement analysis
- Friendly and well mannered

DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge and Believe. If given a chance I would perform my task to the utmost level. I hope you would accept my application and offer me a chance to serve your esteemed organization.

MUHAMMED ASHIK M