



Personal Details

DOB : 07-JULY-1994

Nationality: Indian

Status : Male/Single

Passport No : R1446959

VISA STATUS : VISIT



Behind NMC (oxford)medical
centre, Muroor road,
ABUDHABI, UAE



+971503671490



mohamedfahadkattakath@gmail.com



www.linkedin.com/in/mohamed-fahad-b5bbb6176

Languages known

English, Malayalam, Tamil.

Area of expertise

- ▶ Inventory management
- ▶ Manual accounting
- ▶ Payroll management
- ▶ Dealing with customers
- ▶ Problem solving
- ▶ Coordination
- ▶ Finance and accounts
- ▶ Logistics and supply chain

Abridge

Proven experience in retail, HR, and logistics services providing them to individuals, groups, and businesses. Capable of growing a substantial client base through referrals. To continue my career in a well-established and highly-professional organization, to obtain a position that would allow career advancement through large efforts and innovation works and techniques, and to perform my duty in the best way possible and help my organization grow.

Career Graph

M/s. NAS ESTABLISHMENTS



Job Profile

Retail associate

July 2017 – March 2019

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Superior product knowledge.
- Answer customers' questions about specific products/services.
- Maintaining an orderly appearance throughout the sales floor.
- Introducing promotions and opportunities to customers.
- Cross-selling products to increase purchase amounts.
- Responded to customer inbound phone sales queries.
- Ensure racks are fully stocked

HR Executive

March 2019 – September 2019

- Forecast hiring needs, particularly at peak seasons.
- Design and post job ads to attract qualified candidates for in-store junior and senior positions.
- Calculate and report on employee turnover rates.
- Plan attractive compensation and benefits packages to increase retention.
- Onboard and train new hires.
- Track key recruiting metrics like cost-per-hire and source of hire.
- Manage payroll considering overtime, flexible schedules and seasonal employment.
- Train team leaders on performance evaluation techniques.
- Use social networks to showcase our company culture and build a strong employer brand.
- Maintain physical and digital employee records

Strengths/Skills

- ▶ Strong inter- personal and communication skills
- ▶ Ability to easily understand new concepts with minimum refractory time
- ▶ High adaptability
- ▶ Perseverance and Integrity to Work
- ▶ Objectivity
- ▶ Lead and motivate the teams to achieve the organizational goals.

Job Profile

Logistics Executive

October 2019 – October 2021

- Provide relevant data and analysis to the operations team throughout the supply chain
- Responsible for harmonizing and monitoring supply chain operations
- Take responsibility for the success or failure of material shipping and delivery schedule
- Responsible for troubleshooting any concern related to international freight transportation
- Work with existing transportation suppliers on optimal delivery rate and routing
- Ensure that internal teams recommend the most advantageous transportation modes, routing, equipment or frequency
- Responsible for establishing specific supply chain-based performance measurement systems
- Direct and follow-up with incoming materials and outgoing finished products to ensure prompt delivery to customers
- Work with and monitor the efforts of partners in the supply chain to ensure smooth operations
- Responsible for utilizing logistics IT systems or software to optimize procedures
- Responsible for planning and tracking the shipment of final products according to customer requirements
- Responsible for the preparation of appropriate and accurate logistics reports for upper management
- Monitor deliveries and ensure customer satisfaction
- Responsible for maintaining accurate logs of all transportation and goods.

Academic Details

2017	Bachelor of Business Administration
2014	Higher Secondary Education
2012	High School Leaving Certificate



Professional qualifications

- Master accountant professionals'
- Professional Diploma in Shipping & Logistics



Professional Skills

- Competent in Accounting Packages (Tally ERP9, Peachtree & Quick book) & Payroll Management.
- Competent in Pos Erp software's like acro-Tex & acro-bis.
- Thorough knowledge in MS OFFICE (Word, Excel, PowerPoint).

Industrial Exposure

- Internship on Logistics @ INTERNATIONAL SHIPPING BUREAU
- Training on Petroleum Logistics @ AKASH LOGISTICS

Declaration

All the details given are true and contain proofs for those details. All testimonials will be presented at the time of personal interview. It would be a pleasure for me to work with this organization at mentioned post for me according to my qualifications, qualities and skills and be a part of this organization hope to receive a positive reply from you.