



MOHAMMED SHEREEF CM

Nationality: Indian

 (+974) 33056472

Date of birth: 04/06/1982

Gender: Male

 **Email address:** cmshereef@gmail.com

 **LinkedIn :** <https://www.linkedin.com/in/mohammed-shereef-c-m-b5308430/>

 **Address:** Harvest International GWC Bu Sulba ,Wukair, 200889 Wukair (Qatar)

ABOUT ME

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

WORK EXPERIENCE

Warehouse supervisor

Naaas Holding Group [12/2020 – Current]

City: Doha

Country: Qatar

- 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 routes, 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-coordinator

Emirates Printing Service LLC [10/2017 – 06/2020]

City: Dubai

Country: United Arab Emirates

- 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, photo copiers, and printers; perform light maintenance and-troubleshooting

Inventory Controller

Baqer Mohebi Enterprises LLC [12/2013 – 10/2017]

City: Dubai

Country: United Arab Emirates

- 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 [04/2008 – 06/2013]

City: Dubai

Country: United Arab Emirates

- 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 breakup: online set making, set breaking, adjustments and substitute entries for month closing

Sales Merchandiser

LULU group International [12/2002 – 03/2008]

City: Dubai

Country: United Arab Emirates

- Assisting visual merchandisers to plan store layouts to promote key lines.
- Accurately stocking and rotating products on to 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 AND TRAINING

Secondary School Leaving Certificate (SSLC)

Govt. Of Kerala. SSLC [06/1988 – 03/1998]

Address: Kadappuram p.o. Thrissur Dist, Kerala, 680514 Thrissur (India)

LANGUAGE SKILLS

Mother tongue(s): **Hindi**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Filipino

LISTENING A2 SPOKEN INTERACTION A2

DIGITAL SKILLS

Outlook / Google Docs / Adobe Photoshop / Oracle E-Business Suite / SAP / ERP / Microsoft Excel / Microsoft Word / Microsoft Office / LinkedIn / Skype / Zoom / Organizational and planning skills / Microsoft Powerpoint / Written and Verbal skills / Decision-making / Conflict resolution / Good listener and communicator / Team-work oriented / Analytical skills / Critical thinking / Responsibility / Research and analytical skills / Presenting / Strategic Planning / Internet user / Flexibility / Gmail

DRIVING LICENCE

Driving Licence: B