



AYOOB. N. K

ADDRESS:

Dubai, U.A.E.

CONTACT NO.

Mobile: 0525325301

E-MAIL:

ayooobnk92@gmail.com

DATE OF BIRTH:

May 05th 1990

NATIONALITY:

Indian

LANGUAGES

English

Malayalam

Hindi

Tamil

IT SKILLS:

MS Office - Word, Excel

PASSPORT DETAILS:

Passport No : H9394447

Place of Issue: Malappuram

Date of Issue : 28/05/2010

Date of Expiry: 27/05/2020

EXECUTIVE SUMMARY:

Accomplished professional with valuable experience in FMCG and Retail Sectors, currently looking for a new direction and challenge seeking to continue use of my professional background in a new area, excited about the challenges, possibilities and contributions to new organizations.

CAREER OBJECTIVE:

To work in an esteemed organization where I can put my best effort and grow along with the growth of the Organization.

EDUCATIONAL QUALIFICATIONS:

- ❖ BA – History – University of Calicut, Kerala.
- ❖ PLUS TWO- Humanities – Higher Secondary Education, Kerala.
- ❖ SSLC –Secondary Education –Kerala

WORK EXPERIENCE - 1

Company	Baqer Mohebi Enterprises LLC – Dubai, UAE
Designation	Sales Executive
Duration	June 2015 – Till date.

Responsibilities Handled:

- + Conducting sales visits
- + Demonstrating and presenting products
- + Taking sales orders
- + Establishing new business orders
- + Maintaining accurate records/Follow-up/tracking the orders and deliveries,
- + Attending Trade Exhibitions, Conferences and Meetings
- + Reviewing Sales Performance
- + Negotiating Sales/Purchase Agreements
- + Achieve monthly and annual targets

WORK EXPERIENCE - 2

Company	Bolivar Supermarket – Sharjah, U.A.E.
Designation	Purchase Assistant
Duration	October 2014 – May 2015.

Responsibilities Handled:

- + Coordinating with Purchase Manager in all purchasing activities, supplier negotiations, fixing credit terms, solving supplier payment issues.
- + Preparation of Local Purchase Order (LPO).
- + Follow ups with suppliers for deliveries, price discrepancies and FOC's.
- + Coordinating with Store In-charge and Shelf staffs to know the stock details.

WORK EXPERIENCE - 3

Company	Nunu Hypermarket L.L.C. – Dubai, U.A.E.
Designation	Purchase Assistant
Duration	December 2013 – August 2014

Responsibilities Handled:

- + Reporting directly to Senior Buyer, assist with vendor selection.
- + Preparation of Local Purchase Order (LPO).
- + Contact suppliers to resolve missed deliveries and pricing discrepancies.
- + Coordinating with Store In-charge and Shelf staffs to know the stock details.
- + Coordinating with Accounts department to resolve supplier payments.

WORK EXPERIENCE - 4

Company	Nunu Hypermarket L.L.C. – Dubai, U.A.E.
Designation	Store Keeper
Duration	March 2012 – December 2013

Responsibilities Handled:

- + Receives and inspects all incoming goods and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
- + Receives, stores, tags and tracks surplus property.
- + Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
- + Damaged items or any other GRV will return back to vendors on appropriate time.
- + Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus goods.
- + Make the purchase entry on System Software on Managed the Customer Entrance Department (registration, queries, paging, solving various customer issues, etc.)
- + Planning and coordinating the day to day activities.
- + Suggested various action plans to the section staffs to retain the customers.
- + Conducted various meetings with the shelf staffs to motivate and develop their strengths.
- + Bring out various innovative ideas to develop the business.

WORK EXPERIENCE - 5

Company	Nunu Hypermarket L.L.C. – Dubai, U.A.E.
Designation	Shelf Boy
Duration	October 2010 – March 2012

Responsibilities Handled:

- + Managing department inventory, in-stock position, merchandising, labor, and other operational processes.
- + Giving product awareness, product details, etc., to customers.
- + Giving input, idea and information which are positive to sales supervisor for the progress.

- + Inventory control for the minimization of overstock and also maximize sales.
 - + Making weekly sales report.
 - + Observing and assisting delivery uploading.
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ACHIEVEMENT:

+ **“Letter of Appreciation”** from Nunu Hypermarket L.L.C., Dubai, U.A.E., for Polite Language, Obedient Nature, Presentable Character, Honest, Dedicated and hard work.

STRENGTH:

- ❖ Easy adaptation to new environment and people.
 - ❖ Excellent time management and organizational skills.
 - ❖ Able to establish productive relationships with people at all levels.
 - ❖ Interested in continuous learning.
 - ❖ Good in planning, analysis and evaluation.
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DRIVING LICENSE:

Holder of valid UAE Driving license

License No : 2032371
Date of Issue : 05/05/2014
Date of Expiry : 05/05/2024
Place of Issue : Dubai
Category : Light vehicles (Manual)

PERMANENT ADDRESS:

Naduvilekalathil House,
karuvambram (Post),
Malappuram [District],
Kerala - India
Pin - 676121

DECLARATION:

I hereby declare that the information which I furnished in this CV is true and correct to the best of my knowledge and belief.

AYOOB N.K.

Date:
Place: Dubai, U.A.E.