



PROFILE

MBA Graduate specialized in Finance and Marketing having more than **Seven Years** of experience in various industries which includes Banking, Hospitality and Retail. **Energetic and Self-motivated.** Abilities in handling multiple priorities, with a bias and action and a genuine interest in personal and professional development.



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DUBAI, UAE



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KNOWLEDGE AND ABILITIES

- Ability to improve the business of company through innovative marketing technique.
- Ability to manage employees
- Ability to work flexibly and have a positive approach to change.
- Acquired knowledge and understanding of subjects like International finance, Forex Management, Financial Services, Advertising, Sales promotion, Business communication, IT and Management information system.
- Knowledge on **Tally ERP, At-acc ERP, Cloud Me and Acro- BIS.**
- Well versed with operating systems like (Windows 10/ XP/ Vista) & MS Office (Excel, Word & PowerPoint).

ABDUL MUHSIN C M

Operations manager

PROFESSIONAL EXPERIENCE

Operations Manager

Suhail Group (Suhail restaurant and Al-Rahela New Grocery)

Al-ain, Abu-dhabi, UAE.

[May 2016 - Present]

- Identifying, developing and managing new/existing business opportunities.
- Recruiting, training, supervising and appraising staff.
- Create staff schedule to ensure appropriate staffing.
- Overseeing pricing and stock control.
- Track stock levels of food, supplies and equipment. Forecast needs, and oversee ordering as necessary.
- Take ownership of budgets and cost control methods to minimize expenses.
- Deal with accounts and filing of **Value Added Tax.**
- Address customer needs, comments, and complaints.
- Process payroll and maintain all relevant records.

Accountant

Chennai Cements, Tirur, Kerala, India

[January 2015 – March 2016]

- Process invoices with corresponding.
- Dealing with customer and supplier accounts.
- Dealing with supplier enquiries.
- Reconciling monthly supplier statements and issue of payments.
- Making of daily report of purchase, sales and expenses.
- Arranging required details for submission of taxes to the government.

Senior Business Development Officer

IDBI BANK LTD, Tirur Branch, Kerala, India

[May 2010 – September 2012]

- Sourcing of new accounts.
- Mobilizing funds.
- Dealing with Loans, Insurance, Mutual funds and other Third Party Products.
- Providing customer service and maintain customer relationship.
- Researching and reporting on external opportunities.
- Developing marketing strategy and plans.
- Developing guidelines and making customer focused decisions.

EDUCATION

- **MBA – Finance and Marketing** from Calicut University, Kerala ,India(2015).
- **B.Com (Bachelor of Degree in Commerce) with Computer Application** from M.G University at Kottayam, Kerala, India (2011).
- **Higher Secondary in Commerce with Computer Application** from Board of Higher Secondary Examination, Kerala, India (2007) with **First class.**

KEY SKILLS

TEAM MANAGEMENT
MULTI TASKING
MARKETTING SKILLS
INTERPERSONAL SKILLS
TEAM WORK
CRITICAL THINKING
PROBLEM SOLVING

LANGUAGE

ENGLISH
ARABIC
HINDI
MALAYALAM
TAMIL

ACADEMIC PROJECTS

Finance (Major Project)

Title: Financial Performance Analysis of State Bank of India.

Duration: 45Days

Organization: State Bank of India, Tirur Branch, Kerala, India

Description: The project focuses on the financial performance, Asset management quality and Earning quality of the Organization, measured by various financial parameters and appropriate suggestions were provided to improve the performance level.

Marketing (Minor Project)

Title: Buying motives of Maruti Suzuki SX4 with reference to KVR Auto cars.

Duration: 22Days

Organization: KVR Auto cars (P) Ltd, Perinthalmanna, Kerala, India

Description: The study analyse the buying motives of Maruti Suzuki SX4, collecting data from the existing users and from the test drive prospective customer by using different variables and appropriate suggestions were provided to increase the sales volume.

PERSONAL DETAILS

- **Date of Birth** : 13th October 1989
- **Gender** : Male
- **Nationality** : Indian
- **Passport Number:** L9018909
- **Marital Status** : Married
- **Driving License** : UAE Driving License

