



NOUFALRAHMAN

STORE SUPERVISOR

EDUCATION

G.H.S.S Panankandy School
SSLC
2007-2009

WORK EXPERIENCE

GLOBAL VIEWS HOME DECOR, RIYADH – STORE SUPERVISOR
SEPT 2015 – MAY 2019

- To search out the material according to stock no.
- Taking account of incoming and outgoing of goods in the store departments.
- Will assist the supervisor with taking period end inventory.
- Inspects, accepts, or rejects material received according to the condition of the materials received and its specification.
- To keep the material on the racks, pallets and cupboard as per location wise.
- Personal verification of articles, placing of orders, prepare stock position notes.
- Warehouse safety practices and procedures
- Store materials, supplies, equipment, etc. according to weight, temperature, size, safety precautions or other concerns.
- To manage staff under my control and attend the daily meetings.
- To maintain the material stock position according to the requirement of production.
- To supply the components at proper place and proper time.
- To receive the components and keep it current and correct stock position according to validity.
- Maintaining necessary records with accuracy of information

PROFILE

To obtain a position as an active employee in a growing, reputable firm where I can contribute my experience, knowledge to improve the company culture and achieve goals. I have 4 years' experience as store supervisor for international furniture manufacturing company Global views and 5 years as a driver cum sales executive in a fast-growing FMCG company.

Currently I am looking for a store supervisor or sales executive, merchandiser position.

CONTACT

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SOFTWARES KNOWN

- MS EXCEL
- MS WORD
- BASIC SYSTEM NETWORK KNOWLEDGE

PERSONAL INFORMATION

PASSPORT NO: U9950527

EXPIRY DATE: 17-06-2031

VISA STATUS: VISIT VISA (90 DAYS)

DOB : 30-10-1991

NATIONALITY: INDIAN

LANGUAGES

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM
- TAMIL

- Resolves problems or complaints presented by staff and users / customers.

MALABAR FOODS – DRIVER CUM SALES EXECUTIVE MAY 2010 – DEC 2014

- Sales Promotion & achieve target.
- Liaising with suppliers to check the progress of existing orders;
- Checking quantities of goods on display and in stock
- Recording sales and order information and sending copies to the Sr. sales officer;
- Reviewing our own sales performance, aiming to meet or exceed targets.
- Payment collection & sales close out.
- Co-ordination with dealers and retailers
- Presenting the product or service in a structured professional way face to face.
- Arranging meetings with potential customers to prospect for new business.
- Negotiating on price and costs, delivery and specifications with buyers and managers
- Gaining a clear understanding of customers' businesses and requirements.
- Making accurate, rapid cost calculations, and providing customers with quotations.
- Maintain good relation with client.
- Goals set for centers month on month, maintaining relationship with target customers, customer service, ensuring high Proper execution of order and dispatch it on time.

SKILLS

- Good communication skills
- Ability to drive four wheeler vehicles
- Highly responsible & reliable
- Strong planning and organizational skills with sense of priority for deadlines
- Ability to multitask, work in a fast paced environment and have a high level attention to detail
- Strong organizational skills
- Ability to scan and print documents
- Ability to work independently with minimal supervision
- Ability to lift and move heavy objects
- A good level of PC literacy