

## CURRICULUM VITAE

**Ajmal Pasha,**

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### Key Skills and competencies

- Aware of the business management techniques and principles
- Skilled at managing interdisciplinary activities and establishing coordination
- Familiar with the administration and HR policies and management methods
- Well versed with UAE labor law.
- Well versed with handling books of Accounts, Banking and Financial system.
- Adept with Procurement of goods and Inventory Management.
- Attention to detail & ability to work in a pressurized time sensitive environment.
- Extensive experience with MS Excel , Cognos
- An expert statistician with excellent data management and analytical skills
- Proficient in Merchandise planning and Inventory control.
- Adept with internet browsers, HTML and Emailing.
- Proficient at making business plans, strategies and schedules
- Qualities: Strong Quantitative analytical skills, Systems aptitude, Technical knowledge, Perspective, communication, coordination, Focus, Positive attitude, Prioritization, Sound judgment, Follow through, Proactive/sense of urgency etc..
- Valid UAE Automatic Driving License.

### WORK EXPERIENCE:

#### **Worked as Purchase Manager for Al Khat Al Raqi General trading, Dubai, UAE**

##### **Reporting to Executive Director.**

- Key responsibility of the Total Purchase of foodstuff products such as Rice, Edible Oils, Tomato Paste, Canned Fish etc
- Authorization of Local Purchase Orders/Purchase Agreements followed by enquiries.
- Co-ordination with Suppliers, Price negotiation, Keep Records of Documentation
- Communication and co-ordination with banks in opening Letter of Credit and arranging International Telegraphic Transfers.
- Communication and co-ordination with Shipping Agents for goods clearance, transport arrangements and re-exports.
- Inventory Management.
- Preparation of Monthly Purchase Report for the MIS

**Nov 2014 to Nov 2016**

**Nuha General Trading LLC**

**HO, Twin Tower, Dubai,  
Baniyas Road, UAE**

#### **Administrative Manager/PRO:**

Reporting to Managing Director.

##### **Job Profile:**

- Maintaining staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Organize periodic renewal of Licenses, submission of correct documentation to the Ministry Of Labor and Directorate of Residency & Foreigners Affairs right from Applying for quota, work permit, labour contract etc...for visa applications, submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- Applying online Visa, Visa Renewal, Residence, Residence Renewal through RSA
- Arrangement for the vehicle insurances, mulkiya renewals, RTA fine payments etc...
- Arrange Passport renewals, Medical Test, Emirates ID, Labour card, health card for the employees

- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments
- Preparing and transferring Employees Salary through WPS, preparing employees Vacation Package, Full & Final Settlement Package.

**February 2004 – March 2007**

**BMA International  
Redtag/Geant**

**Corporate Office  
Jebel Ali, FZE, UAE**

BMA International is one of the GCC's renowned retail groups driven by professionalism with a turnover of over 20 billion US dollars, staggering growth @ 27% per annum.

**Designation: Sales Analyst( Merchandise Planning and Inventory Control)**

Reporting to Vice President Sales &Marketing.

**Job Profile:**

- Collecting, collating and carrying out complex data analysis
- Data entry, data auditing, creating data reports & monitoring all data for accuracy.
- Monitoring the automated loading processes.
- Preparation of Regionwise Sales and Inventory Analysis Reports. And consolidated corporate level Analysis Reports.
- Preparation of Sales Budgets down to shop level, Budget V/s Actual Reports of Sales on daily, weekly and monthly basis. And Comparison Reports.
- Develop understanding of key performance indicators relating to sales, stock and margin against budget and previous year.
- Incremental performance on promotions, sales etc, performance per square foot/metre
- Product Analysis Reports down to category level.
- Regularly review the fulfillment plan by product group to ensure options, ratios and depth of stock are in place and in line with the space and option planning. Take corrective action to manage any shortfall or excess or changes by coordinating with Allocators and store teams.
- Review new store layouts in order to take corrective action for any extra allocation or reduction of selling space.
- Generate and review a range analysis report at the end of each season to share successes and learn from any mistakes. This information is collated and used for the next phase and season planning.
- Through consistent and frequent liaison build a rapport with store teams to ensure a solid line of communication.
- Plan and execute regular meetings with merchandisers to discuss and highlight any areas of concern and assist in assortment planning.
- Customer Profile Summary Reports on Nationality and Agewise basis. And customer footfalls and conversion analysis.
- Formulation & Execution of promotion schemes, instructing the shops with respect to implementation of promotion schemes.
- GP Review Statements and Promotion Performance Reports.
- Co-ordination and communication with all Regions
- Participation in the developmental activities.

**Oct 2009– Oct 2014**

**Anjuman Hami-E-Muslimeen**

**Bhatkal.**

**Administrative Officer:**

Reporting to General Secretary.

**Job Profile:**

Study and analyze the progress reports submitted by the institutional heads. Make strategies for the institutions in adherence with the head office's objectives. Place orders for supplies, technology, knowledge, finance, etc., to carry out operations. Communicate the policies, strategies and goals determined by the head office to employees and institutions. Finalize the budget for the Head Office and institutions and implement cost control measures at work. Find solutions to problems faced by the employees/institutions and pacify their doubts and ill-feelings. Administration by managing the office environment and maintaining discipline. Ascertain that each team is given appropriate resources in sufficient quantities. Regular visits to all educational institutions of Anjuman. Public Relation, Liaison and negotiations with Contractors, Suppliers, Advocates, Auditors, Police Department and other external parties. Taking disciplinary actions against misconduct of institutional staff by issuing Show Cause notices and arranging for enquiry by appointing Enquiry Committee for imposing major penalties. Monitoring General Insurance policies of Anjuman buildings and vehicles. Follow-up of renewals of vehicles FC, Drivers License, School Permit, Tax Cards and Emission Test Certificates.

**May 2008 – Sept 2009** **ING Vysya Life Insurance** **Shimoga.**

**Designation: Relationship Manager**

Reporting to Cluster Manager.

**Job Profile:**

- Leading and managing a front line sales executive's team.
- Communicating with clients, promoting organization's services, finding clients for the organization, managing databases, and performing public relations development tasks.
- Relationship development with tie-up referral banks and Data Base Sharing.
- Ensuring the minimum Business Development Executives productivity and branch productivity.
- Conducting regular meetings and updating the Business Development Executives with regard to new product launch, contest launch, process updates etc...
- New actions & measures to streamline the process.

**July 2007 – April 2008** **HDFC Standard Life Insurance** **Shimoga.**

**Designation: Sales Development Manager**

Reporting to Branch Manager.

**Job Profile:**

- Recruitment & training of Financial Consultants. Arranging Consultants for IRDA.
- Financial Consultant Visits/Review: Relationship development, coaching, lead generation and goal review.
- Financial Consultants Team Meeting: Training, Contest Launch, Product update, Process update.
- Attending/closing business calls directly and with Financial Consultants.
- Sponsoring of seminars.
- Performing promotional activities.

**Feb 2000 - Aug 2003**

**Sri Krishna  
Transport Group**

**Shimoga**

**Designation: Office Manager**

**EDUCATIONAL QUALIFICATIONS:**

- **Master of Business Administration - Finance** from Jawaharlal Nehru National College of Engineering, Shimoga, India affiliated to the University of Kuvempu/ approved by AICTE. (Year of passing Dec 2000)
- **Bachelor of Business Management**-from A.T. National College of Commerce, Shimoga, India. (Year of Passing 1997)
- **Pre University Course in Commerce** from National College, Shimoga, India. (Year of passing 1994)
- Diploma in **Computer Applications** from Eureka Computer Academy, India.

Date of Birth : 5<sup>th</sup> July 1976

Nationality/Religion : Indian/Islam

Sex : Male

Marital Status : Married

Languages Known : English, Kannada, Hindi and Urdu



**Date:**

**Signature**