

**MUHAMMED SHEREEF.P**

**PERSONAL INFORMATION**

DOB: 28 January 1990

Passport No: K1513606

Nationality: Indian

Father Name: Abdul Rahman EP

Marital Status: Married

**Contact Info:**

[ep.epms@gmail.com](mailto:ep.epms@gmail.com)

Mob: +91 9497460449

**LANGUAGES**

English, Hindi,

Malayalam - Native

**COMPUTER SKILLS**

* MS Office
* Tally
* SAP
* INFY

**FIELD OF EXPERTISE**

* Store Manager (2019-Present)
* IT inventory Manager (2014 – 2019)
* Supermarket Supervisor (2012-2014)

**PROFILE SUMMARY**

* Supermarket manager with over 7 years of experience, a strong management background and expert knowledge of inventory, wastage, and shrinkage control as well as a well-developed sense of the value of customer service and satisfaction
* Supermarket supervisor with 2 years, to oversee the work of retail staff in a store environment.

**HIGHLIGHTS**

* Scheduled employees work hours and managed payroll to ensure proper pay check handling.
* Developed customer relationships and retention.
* Schedule and verifying monthly stock taking inventory and make details variance report.
* Handling Sales Report and BI Report (Monthly & Quarterly).
* Daily wastage and production comparison and controlling.
* Daily based GP checking
* Daily based exception clearance.
* Coordinate festivals for customer satisfaction.
* Arranging staff meeting and get feedback from our team
* Giving motivation to our staff.
* Resolved customer complaints to ensure optimal satisfaction.
* Advanced skills on Microsoft Office applications particularly on MS Office Word, Excel and PowerPoint;
* Improving sales and making sure their departments perform well in sales.
* Monitoring stock levels. Compare with physical and system.

**HOBBIES**

* Badminton, chess
* Music

**EDUCATIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| X | RCHS  Chundale | 2005 |
| XII | GHSSMeppadi | 2007 |
| Diploma in Electronics | Technical Board Of Kerala | 2011 |

**DECLARATION**

*I do hereby confirm that the information given in this resume is true and correct to the best of my knowledge. In case of any error or omission is found at later date, I shall be liable for the consequences.*

Date:

Place: Kalpetta , Kerala

- **Muhammed Shereef.P**

**KEY SKILLS AND COMPETENCIES**

* Organizing workflow and ensuring that employees understand their duties or delegated tasks.
* Monitoring employee productivity and providing constructive feedback and coaching.
* Setting goals for performance and deadlines in ways that comply with company's plans and vision.
* Helping the team understand performance targets and goals.
* Training or ensuring that workers are properly trained for their specific roles.
* Scheduling work hours and shifts.
* Coordinating job rotation and cross-training.
* Works independently with limited supervision and meet specified timelines
* Assertive, proficient and hardworking with high sense of responsibility and Team player.

**WORK EXPERIENCES**

**1)**



**LULU HYPER MARKET (LULU)**

(*LULU Group is an one of the Abu Dhabi based biggest conglomerate in the Gulf. Varied businesses operating in 15 countries spread over 3 continents employing more than 47,000 people from over 33 countries. Operates popular brands of retail chain stores that include the renowned Lulu chain of supermarkets, department stores, hypermarkets and shopping malls)*

**Department: Administration**

**Supervisor (2012-2014)**

**Inventory Manager**

**Period: 2014 – September 2019**

**DOHA-QATAR**

**2)**

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*Over the past 16 years, the regency group has grown to become one among the leading retail management and distribution groups under brand name “Grand”. The group currently operates Grand Shopping Malls, Grand Hypermarkets and Grand Xpress in Middle East and India.*

**GRAND HYPER MARKET**

**Store Manager (2019 to Present)**

**Wayanad-Kaleptta**