

RAHOOF K



CONTACT



Dubai, UAE



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PERSONAL DETAILS



Gender : Male
Date of Birth : 06/08/1988
Father's Name : Sulaiman
Nationality : Indian
Marital Status : Married
Passport No. : U9848352
Visa Status : Visiting Visa

CAREER OBJECTIVE



Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE



SUPERVISOR

Safe Wall Mart, Dubai, UAE

From 28th September 2019 to 27th September 2021

Duties and Responsibilities:

- Overseeing salespeople, cashier, shelf stockers, and other employees.
- Managing finances and preparing an annual Budget.
- Keeping records of expenditure, sales figures, and employee Performance.
- Evaluating the supply and availability of stocks, and profit margins.
- Responsible for all the inventory aspects on the site such as stock location and availability, replenishment control and inventory auditing.
- Maintaining optimal stock levels to ensure timely availability of product,
- Managing an inventory team comprising of the shift managers and team leaders.
- Creating and maintaining spreadsheets to report and analyze data, recruiting, hiring and managing team of inventory counters, maintaining effective business relationship with customers and issuing purchase orders to customers.

INVENTORY OPERATOR, RECEIVER & CASHIER

Madina Group of Company, Dubai, UAE

From May 2015 to August 2019

Duties and Responsibilities:

- Collect cash and credit card payments from customers
- Make change accurately and efficiently
- Issue receipts to customers
- Deal with returns and refunds as necessary
- Maintain cash control over register drawer and verify amounts are correct
- Answer customer questions as they arise
- Calculate customer bills through cash register ringing
- Help with other tasks as needed including managing shelves, tracking inventory, and keeping the store clean

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

EDUCATIONAL QUALIFICATIONS

➤ HIGHER SECONDARY

Victory College, Mannarkkad, Kerala

Kerala Board of Higher Secondary Examination

Year of passing: **2007**

➤ S.S.L.C

Majlis Higher Secondary School, Valanchery, Kerala

Kerala Board of Public Examination

Year of passing: **2005**

PROFESSIONAL SKILLS

- | | |
|--|---|
| ➤ Communication | ➤ Leadership |
| ➤ Problem solving | ➤ Active listening |
| ➤ Decision making | ➤ Self-motivation |
| ➤ Teamwork | ➤ Flexibility |
| ➤ Willingness to learn new methods and systems | ➤ Ability to manage multiple priorities |

COMPUTER SKILL

- Basic knowledge
- Tally
- MS Office
- Adaptable to any accounting software

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief.

RAHOOF. K