



# ANILAMOL

Lago vita tower A Dubai production city

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Driving License: Issued in UAE

## JOB OBJECTIVE

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To engage in a long term career relationship in a professional and progressive organization  
Seeking opportunity to prove efficiency and to work in a challenging and competitive environment where I can optimally utilize my skills and abilities.

## WORK EXPERIENCE

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### **Carrefour UAE – Majid Al Futtaim Hypermarkets**

#### **Opening Management**– central cash office Head Office (July 2018to present)

City Center Shindagha, Bur Dubai, UAE

- Handle administrative request from manager.
- Handle new store to open as per the assortment and layout
- All receiving and business cycle procedures by rule
- Implementation for FMCG &Nonfood &market
- Manage store inventory, ensuring procedures are properly followed.
- Conduct store visit, organizing schedule on weekly and monthly basis.
- Remodeling for old store as per the assortment and layout
- Store operations auditing such as central cashier (cash Audit), receiving audit and Business cycle audit.
- Locating risk of fraud, reporting any suspicious cases during store visit.
- Preparing reports for major and minor cases found.
- Preparing monthly budget reporting (store daily budget, margin budget & waste budget)
- Sales consolidation (margin Projection & Stock depreciation)
- Give training for new staff for all section and department.

### **Carrefour UAE – Majid Al Futtaim Hypermarkets**

#### **CCO – Assistant Manager** (July2016 to June 2017)

Carrefour Al nahda market sharjah

- Welcome and greet customers as they enter the store.
- Assess customer needs, provide assistance and information on product.

- Ensure high level of customer satisfaction through excellent sales service in retail store.
- Upsell and cross-sell product, promote current sales or promotions.
- Handle customer complains in a calm and professional manner.
- Process purchases, returns and exchanges.
- Achieve department's sales goals on a monthly, quarterly and yearly basis.
- Manage day-to-day operations of store and staff schedules, monitors punctually of supplies, inventory and equipment.
- Clerical work, back office, audit and check moving and non-moving stocks.
- Trains new employee on store operations, supervising and appraising staff.

## **Carrefour UAE – Majid Al Futtaim Hypermarkets**

### **Market – Assistant Manager (2017-2018)**

- Welcome and greet customers as they enter in the store.
- Ensuring store in good condition and premises are clean.
- Checking the quality and expiry regular basis.
- Update the hygiene file for all market section
- Highlight the promotion items
- Implementation and decoration for the better sales
- Handle customer complains patiently and professionally.
- Process purchases, receiving items from supplier, returns and exchanges.
- Fulfill office duties such as answer telephone and send emails
- Filling of all documents and report
- Achieve department's sales goals on a monthly, quarterly and yearly basis.
- Manage day-to-day operations of store and staff schedules, monitors punctually of supplies, expiry, inventory and equipment.
- Trains new employee on store operations, supervising and appraising staff.

## **EDUCATIONAL BACKGROUND**

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2008 – 2009	<b>SSLC</b>
2010 – 2012	<b>PLUS 2</b>
	Jawahar navodaya vidyalay idukki
2012-2015	bachelor's degree (English literature)
	(DEO & Advance diploma in computer applications)

## **PERSONAL DATA**

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<b>Date of Birth</b>	: October 16, 1994	<b>Age</b>	: 27
<b>Gender</b>	: Female	<b>Height</b>	: 5'6
<b>Marital Status</b>	: Single	<b>Weight</b>	: 59 kg
<b>Languages</b>	: Fluent in English, Tamil, Hindi, Malayalam (native) <b>Country of Citizenship: Indian</b>		

## **SKILLS**

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- Proficient in Microsoft office applications, (excel, power point, word)
- Good communication and negotiation skills
- A strong work ethic and desire to succeed
- Positive attitude and Ability to work under pressure

## CHARACTER REFERENCES

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### **Vineeth rai**

Project manager opening team  
Carrefour UAE  
+971502808586

### **Reda Ahmed Dohst**

Area Manager  
Carrefour Head Office UAE  
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### **Jacob charley**

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