

ADIL IBRAHIM

Store Manager

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Career Objective: With 16+ years of experience in Retail Operations and ECOM field across GCC, in quest of a promising and challenging career where I can utilize my expertise and experience towards achieving and exceeding the set organizational goals

EXPERIENCE PROFILE

Store Operation and Ecommerce Manager, Al Fatina Jewellery, Qatar

Apr 2018 – Dec 2021

- Advised Ecommerce team about optimal planning, buying, and visualizing of brand merchandises
- Implemented Just-In-Time Inventory Management system resulting in increased efficiency of the business
- Arranged samples for the photoshoot for displaying in websites
- Handled customer complaints with utmost caution and advised team for improvements
- Managed all digital inventories and communicated with sales staff about potential sales
- Provided insights to top clients on their product requirements and handled the order and supply of it
- Analyzed online buying trends and communicated the potential products with high sell through rate
- Maximized profitability and meeting sales target, including motivating staff to do so
- Maintained store cash handling records, reports and opening and closing procedures
- Responsible for day-to-day management of all advertising sales including forecast management, campaign management and sales analysis

Assistant Store Manager – Luxury Store, Damas Jewellery, Saudi Arabia

Jul 2012 – Jan 2018

- Assisted and managing the daily operations and activities of the Jewellery store.
- Maximized profitability and meeting sales target, including motivating staff to do so
- Performed inventory of the whole store which may involve the counting or checking of stocks, reconciling of cash with sales receipt, keeping store transaction records and ordering merchandise and stock when necessary
- Maintained store cash handling records, reports and opening and closing procedures
- Communicated with associates about current market trends and competitors' activities
- Ensured that the store is clean, safe, and presentable for customers

Assistant Store Manager – Al Madani Group of Companies, UAE

Dec 2008 – Sep 2011

- Promoted sales by demonstrating merchandises and products to customers
- Ensured that the store is clean, safe, and presentable for customers
- Evaluated competition by visiting stores and analyzed product's style, price, and quality
- Assisted customers by providing information, answering questions, obtaining requested merchandises
- Prepared profit and loss, daily sales report by analyzing sales information
- Displayed merchandises and promotional materials in accordance with corporate merchandising plans.

Supervisor – Production Department, Damas Jewellery LLC, UAE

Oct 2004 – Feb 2008

- Supported the Jewellery industry's mission, vision, and goals
- Maintained the stock and its statement (Diamonds & Gem-Stones)
- Prepared purchase orders and invoices. ∞ Ordering stones as per production requirement
- Monitored availability of materials in the factory and following up with the supplier
- Ensured the quality control in the factory and reporting to the management

CERTIFICATIONS

- **Diploma in Diamond Grading & Identification** - Vogue Institute of Jewellery, Arts & Design, India **2008**
- **Diploma in Computer Science** – Department of Technical Education, India **2002**

ACHIEVEMENTS

- Awarded Best Store Manager from Doha, Qatar **Jun 2019**
- Awarded Best Assistant Store Manager from Damas, Saudi Arabia **Apr 2016**
- Awarded Best Salesman from Dubai, UAE **Dec 2009**

TECHNICAL SKILLS

- ERP Systems, CRM Systems, Office 365 Applications

PERSONAL DETAILS

- Date of Birth: 12/06/1982
- Languages known: Arabic, English, Hindi, Urdu, Malayalam, Kannada
- Marital status: Married
- Nationality: Indian
- Visa status: Visit Visa

DECLARATION

I hereby confirm the above-mentioned information is true and correct to the best of my knowledge and belief

ADIL IBRAHIM