

Mujeeb.P

Koduvally, Calicut, |Kerala. MOB: 09645444911
mujeebvavad@hotmail.com – Skype ID : Mujeebkdlly



Career Objective:

To grab a position that allows me to use and improve my skills.
Looking forward to take big responsibility and to serve to show my skills.

Professional Experience:

EMIRATES AL MADINA HYPERMARKET LLC (BIG MART GROUP) -Abu Dhabi,
January 2019 to Date.

Retail Store Manager (FMCG)

- Complete store operational requirements by scheduling and assigning employees; following up on work results
- Maintain store staff by recruiting, selecting, orienting and training employees
- Prepare annual budget; schedule expenditures; analyze variances; initiate corrective actions
- Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements
- Ensure availability of merchandise and services by approving contracts; maintaining inventories
- Formulate pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends
- Market merchandise by studying advertising, sales promotion and display plans; analyzing operating and financial statements for profitability ratios
- Protect employees and customers by providing a safe and clean store environment
- Determine marketing strategy changes by reviewing operating and financial statements and departmental sales records
- Contribute to team effort by accomplishing related results as needed
- Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers
- Develop a schedule of holiday activities and promotions throughout the year strategically designed to bring in more revenue
- Provide training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity when employees are absent
- Work with vendors and manufacturers to bring in effective marketing displays for the sales floor and store windows
- Manage all controllable costs to keep operations profitable
- Manage stock levels and make key decisions about stock control
- Analyze sales figures and forecast future sales

- Ensure standards for quality, customer service and health and safety are met
- Respond to customer complaints and comments
- Organize special promotions, displays and events
- Tour the sales floor regularly, talking to colleagues and customers to identify or resolve urgent issues
- Maintain awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing

AI MANAMA HYPERMARKET LLC – Fujairah, U.A.E–September 2015 to January 2019 (4 years)

Assistant Retail Store Manager & Retail Store Manager

- Managing monthly Targets
- dealing with customer queries and complaints
- overseeing pricing and stock control
- maximizing profitability and setting/meeting sales targets, including motivating staff to do so
- preparing promotional materials and displays
- liaising with head office
- recruiting, training, supervising and appraising staff
- analyzing consumer buying patterns and predicting future trends;
- managing plans for stock levels;
- meeting suppliers and negotiating terms of contract;
- maintaining relationships with existing suppliers and sourcing new suppliers for future products;
- participating in promotional activities;
- writing reports and forecasting sales levels;
- presenting new ranges to senior retail managers;
- liaising with shop personnel to ensure supply meets demand;
- getting feedback from customers;

DHAIYA ALI S. AL-SALEM CO-OP SOCIETY (KUWAIT)-June 2005 to August 2009

Retail Floor Supervisor/Cash Supervisor

- Manage retail staff, including cashiers and people working on the floor.
- Meet financial objectives by preparing budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Ensure pricing is correct.
- Work on store displays.
- Ensure merchandise is clean and ready to be displayed.
- Maintain inventory and ensure items are in stock.
- Keep up with fluctuating supply and demand.
- Ensure standards for quality, customer service and health and safety are met.
- Monitor local competitors.

- Maintain store's cleanliness and health and safety measures.
- Organize and distribute staff schedules.
- Help retail sales staff achieve sales targets.
- Handle customer questions, complaints, and issues.

Technical Parts Est (Abu Dhabi & Jebel Ali Free Port Dubai-UAE) 2010– 2015

Retail Sales Supervisor

- Orients, trains, schedules, monitors, evaluates and provides direction to store staff; complete timesheets and attendance records.
- Purchases products for sale and purchases supplies.
- Greets and assists customers with product selection.
- Opens and closes the store by performing duties such as placing and removing signage, opening and closing tills, unlocking and securing the store.

MUSCAT BAKERY & MARKETS (SULTANATE OF OMAN) - 2000 to 2003.

Counter Sales Executives / Cashier

- Greet customers and answer any inquiries
- Suggest items for sale and assist in locating items
- Deliver orders to kitchens
- Performing cleaning services
- Answer telephone calls and provide information
- Manage inventory and stock levels
- Manage cash and credit transactions
- Stock shelves as and when needed

Skills:

- Computer (MS Office, ERP and E mail)
- Excellent in communication.
- Good in presentation.

Education:

ACADEMIC QUALIFICATION

- **Secondary School Leaving Certificate Examination** (S S L C) in March 1994.
- **Pre Degree commerce Group** (PDC) from Calicut University in March 1997. (Accounting)
- **Bachelor of Arts (BA) Graduate in Economics** from Calicut University in April 2000. (Development Of Economics Thought, Basic Tools for Economic Analysis, Macro Economics, Micro Economics, Indian Economy and Public Finance) –(UAE Embassy Attested)

Language Known:

English, Arabic, Hindi, Malayalam

Personal Information:

Gender	: Male.
Age & Date of birth	: 41, 10 Th January 1978.
Nationality	: Indian.
Marital status	: Married.
Passport Details	: T1246697, Issue: 08/02/2019 at Calicut