

Curriculum Vitae



NAWAS. A.

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Dubai - UAE

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EXPERIENCE

Dibba Tourist Home Palakkad Kerala India(2000 - 2003) 3years

Supervisor

Maintain subordinates for successful operation.

Communicating with clients about their requirements and executing it.

Check all business transactions and audit.

Dibba stores supermarket LLC Dibba Al Fujairah UAE(2003 - 2013) 10 years

Sales

Develop new customers to increase sales volume.

Produce timely and accurate reports.

Analysis of market price and to identify business competitors.

Arrange sales orders.

Maintain indoor sales and outdoor sales.

Accounts & Finance

Arrange costing, pricing and payroll.

Arrange accounts receivables and payable.

Monitor the inventory and maximum inventory level.

Prepare reports as needed and required by management.

Arrange bank cheques and statements.

Administration & Management

Manage timely data collection to update operation.

Maintain employees attendance and salary processing.

Manage stores retail, wholesale and warehouse division.

Arrange company's license and staff's visas.

Al Bayat Supermarket Dibba Al Fujairah UAE (2013-2019) 6 years

Procurement

Purchase goods for a reasonable price.

Arrange purchase orders.

Responsibility for the product availability, pricing and sampling.

Responsible for the development of business opportunities and expansion of the product at distributor level.

Arrange reports and monitor inventory level.

Customer & support service

Answer customer queries in a prompt.

Arrange display areas for the launching of new products and offer products.

Generate sales leads.

EDUCATION

:Master of Business Administration in Retail Operations (Sikkim Manipal University).

:Bachelor of Commerce (Calicut University).

:Higher Secondary Education in Commerce (CBSE).

:Secondary School Education (Kerala).

COMPUTER KNOWLEDGE

MS Office

Advanced Diploma In Manual And Computerised Accounting

Basic web designing and Basic coding c, Java, python.

LANGUAGES

Arabic

English

Hindi

Malayalam

DRIVING LICENSE

License no :- 151448

Date Of Issue :- 12/02/2013

Date Of Expiry :- 11/02/2023

Place Of Issue :- Fujairah, UAE

PERSONAL DETAILS

Date Of Birth :- 10-July-1981

Gender :- Male

Marital Status :- Married

Religion :- Islam

Nationality :- Indian

PASSPORT DETAILS

No :- T2586106

Place Of Issue :- Cochin

Date Of Issue :- 18/12/2019

Date Of Expiry :- 17/12/2029

DECLARATION

I Hereby certify that the above mentioned particulars are correct and true to the best of my knowledge and belief.

NAWAS A