

RESUME

MUHAMMED SAAD E.P

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Block 304, Manama, Bahrain.

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EDUCATIONAL QUALIFICATION

- **MBA in Marketing from NIBM Chennai.**
- **M.COM (pursuing) From Bharathiyan University, Coimbatore.**
- **B. Com with Computer Application from Bharathiyan University, Coimbatore.**
- **Plus Two (Commerce) from Board of Higher Secondary Examination, Kerala.**
- **SSLC from Board of Public Examination.**

CAREER PARTICIPATIONS

- **Procurement & Inventory Specialist in TRENDFULL CAFES AND RESTAURANTS, Bahrain, From 6th May 2019 to till date**
 - Administrative to the Procurement Department.
 - Warehouse, assets & Logistic manager.
 - Involved in all aspects of the Planning & budgeting, purchasing cycle, sourcing, inventory, R&D and payments.
 - Significant role in department to enhance procurement function speed, efficiency, financial compliance & controls.
 - Perform market research to choose quality products based upon cost-effectiveness.

- Procuring Goods and services from local and international markets.
- Evaluating the Seasonal Projects and its outcomes.
- Liaising with all key stakeholders within the supply-chain, both internal and external, to ensure the continuity and ease of supply through data management, stock management and accuracy of invoicing and pricing.
- Constructively reactive to unexpected situations.
- Supporting all department with the execution of category plans.

➤ **Inventory Controller cum Salesman in AMBER GATE FOODSTUFFS, Manama, Bahrain, From 9th Dec 2017 to 30th April 2019.**

- Maintain receipts, records, and withdrawals of the commodities.
- Perform stock related duties.
- Maintaining stocks and store in its ratio.
- Receive, unload the stocks.
- Understanding and implementing new market trends.
- Improve store sales.
- Control and monitor all cash counter activity.
- Maintain the stock and floor in proper way.
- Control and overview all accounting activities.
- Prepare store petty cash vouchers and invoices.
- To prepare Daily Banking Statements such as store cheque and cash deposited to the bank according to the store closing statements.

➤ **Floor Supervisor in Twenty4 Fashion, KSA, From 9th Jun 2015 to 30th Jun 2017**

- Reporting to store manager.
- Maintain a good communication with staff and customers.
- Solving customer complaints.
- Maintain staff daily attendance.
- Control and monitor all cash counter activity.
- Maintain the floor as per company strand.
- Prepare daily sales return reconciliation statement.
- Prepare store petty cash vouchers and statement.
- Driving the loyalty program Twenty4 Reward card.
- Control all security guard activity and security antenna workability.
- To prepare Daily Banking Statements such as store cheque and cash deposited to the bank according to the store closing statements.

➤ **Marketing Executive in Colors Fashions From 21st Feb 2011 to 8th Dec 2014.**

- Place order and make evacuation.
- Collection of money and invoices.
- Prepare sale and stock movement register in the department.
- Maintain minimum balance of stock in the warehouse.
- To meet the daily and monthly goals.
- To maintain a better communication between customers and firm.
- Receiving cash from clients and prepare invoice against their quotations.

TECHNICAL QALIFICATION

- NCR
- Inflow
- SAP
- MS office
- ORPOS
- QUICK BOOKS
- ERP

PERSONAL DETAILS

Name	: MUHAMMED SAAD E.P
Father's Name	: HANEEF S.M
Date of Birth	:24-april-1994
Sex	: Male
Permanent Adders	: MUHAMMED SAAD E.P SUHAILA MAHAL KOYYODE P.O KANNUR Dist. Kerala, 670621 India. E-mail ID: ep.saad@gmail.com
Nationality	: Indian
Mother Tongue	: Malayalam
Languages Known	: English, Hindi, Arabic, Malayalam, Tamil and Kannada

DECLARATION

I do hereby declare that the above-mentioned facts are true and correct to the best of my knowledge and belief.

MUHAMMED SAAD E.P