

Nabeel Mahmood

Manama, Kingdom of Bahrain

+973-33205699

Email: nabeel.4me1987@gmail.com

SUMMARY

I'm a multi-tasking intellectual person having managerial level experience for more than 6 years in my career from the department of goods receiving to sales floor & Stores.

- 1 Planning & co-ordination with top - Management.
- 2 Designing & achieving the department's goals
- 3 Communication of goals to the team & their follow ups to achieve them in time
- 4 Innovations in process flow of jobs

Working in team and with team is one of my utmost strength. I love to work under pressure and take challenges to convert the worst situations of business into best ones by emerging and empowering teams to retain the standout situation.

EXPERIENCE:

FUNDAMENT SPC (KINGDOM OF BAHRAIN) (February 2018- till)

- **Stores Supervisor (Materials & Costing of Machinery)**
 - Supervising Store Keeper & giving task.
 - Managing a team of up to 15 employees all sites.
 - Ensuring that deliveries of material made on time
 - Follow up with logistic department for material deliver at site.
 - Follow up with purchase department for material to make purchase order (P.O)
 - Updating & Maintaining computerized & paper based administrative records,
 - Machinery, Scaffolding & all Material up to date records in system on daily basis.
 - Labeling Barcode on Machinery, Goods
 - Tracking Material/ Goods in/out entry from warehouse by exit pass & updating in Excel Sheet & software ERP.
 - Filing/Maintaining the document of Delivery Note & Exit pass.
 - Submitting monthly cost details to sites.

METRO HABIB CASH & CARRY PAKISTAN (January 2013- till 2017)

Manghopir Store:

- **Senior Associate Non Food (Office & media, DIY, Home electronics)**
 - Catering customer's need (Customers Services)
 - After sales services management
 - Communication with O&I, HORECA & trade to increase the sales

- Communication with top 10 customers on weekly basis
- Checking daily sale's summary and raise order as per store/Department requirement.
- Responsible for achieving monthly targeted sale of 10m/month
- Inventory management of around 65 M stock in department
 - Old Stock management
 - Faulty & damage stock management (Returning to Supplier)
 - New models induction (home electronics & office and Media)
- Partial & annual stock take to match the physical stock as per system quantity
- Implementation of Six basics principles in department
 - Presentation: Presentation of stock should be attractive for customer
 - Signage: Price communication should be visible & understandable for customer
 - Product: Product quality should be as per standards
 - Safety: Customer & product safety in department
 - Price: Price of the product must be reasonable for customer
 - Personnel: Staff scheduling & availability of staff on floor to cater the customer's need
- Display, Replenishment, Housekeeping and check merchandising according to the plan.
- Plan market/Competitor's visit twice every month and share feedback to Head office.
- Daily Gap Check / Monthly Rail card Audit & QA Audit
- Quarterly partial inventory plan, System or physical stock Count as per SOP.
- Staff training & development & shift planning as per customer flow requirement
- Daily Staff meeting and discussed monthly target, Department/ Store Sale, Current Promotion , Stock availability .
- Plan Cleaning schedule our all department / Store.

R&I Electrical Appliances (Pvt) Limited (November 2011- till December 2012)

- **Senior Sales Executive with R&I Electrical Appliances (Pvt) Limited**
 - After sales services management
 - Plan market/Competitor's visit twice every month and share feedback to Head office
 - New models induction (home electronics & office and Media)
 - Inventory management
 - Communication with top 10 customers on weekly basis

Intermark (Pvt) Limited (June 2010- till January 2011)

- Work as a Sales Marketing executive

ACHIVEMENTS

- Sales target of Electric Gala promotion.....Year 2013 to 2016

TRAINING & DEVELOPMENT

- Training on PSPSP.....Year 2013
- Training on Metro Principal.....Year 2013
- Trained as a Lifter Operator.....Year 2014

LANGUAGES.

- I am proficient in communication in English & Urdu language

OTHER SKILLS

- Good written skills on MS Word
- Excellent reporting skills on MS Excel
- Internet surfing & email communication
- Data collection, analysis & actions
- Web Designing

ACADEMIC QUALIFICATION

- Bachelors' in commerce
- Intermediate in commerce
- Matriculation (Computer Science)

PERSONAL INFORMATION

Father's name:	Mahmood Ahmed
Marital status:	Single
Nationality:	Pakistani
Religion:	Islam
C.N.I.C#	42101-5796394-3
C.P.R #	870232177
Date of Birth	21 th Feb 1987

REFERENCES

Will be furnished when required