



Mohammed Fawmi

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-  : 25th March 1994
-  : Transferable visa/NOC
-  : Sri Lankan
-  : Mohammed Fawmi
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Aspiration

To obtain a position that will enable to enhance and help the company to achieve its main goals, as well as to develop my strong organizational skills, interpersonal skills and other related activities. I believe that my strongest assets are my professional attitude, adaptability, eagerness to learn more and ability to work well with people

Professional / Academic

- ❑ **1999** - General Certificate in Ordinary Level
- ❑ **2014** – Completed Diploma in computer studies(Microsoft office -word/excel/PowerPoint/Access)

Professional / Academic

- ❑ English : Fluent
- ❑ Tamil : Fluent
- ❑ Sinhala : Fluent
- ❑ Malayalam : Good



Professional Summary

Energetic Merchandise associate who is goal-oriented and consistently seeking opportunities for growth and increasing merchandising/sales knowledge. Working effectively and productively within negotiated time frames. Remaining focused on projects from beginning to completion while paying attention to close details.



Time Line

Sales Merchandiser :

Expertise in maintaining inflow of goods in/out and timely delivery of items to retail and wholesale stores. Planning and developing merchandising strategies, analysing sales figures, collaborating with buyers, suppliers, distributors with profitable pricing methods.

Duties & Responsibilities:

- Planning and developing merchandising strategies in sales and marketing of goods.
- Organize and maintain weekly purchase orders report.
- Inventory maintain and update records.
- Double checking order confirmations (part number, quantity ordered, and received & prices based on invoice).
- Invoice recording.
- Data entry and filing paperwork.
- Attending to inquires of wholesale/retail in polite manner with professional communication.
- Preparing a Sales Receipt for orders taken.
- Maintain receipts, records, and delivery of goods
- Issuing Delivery notes when delivered to stores
- Frequent checking on expiry of goods, quality of goods before approving for sales and delivery for store orders.
- Weekly visit to outlets and stores for sales inquiries and purchasing orders.
- Plan and implement sales promotion for short shelf-life products in order to prevent full term loss on goods.
- Assists in a variety of administrative matters.
- Prepares document transmittal cash and credit invoices attached with PO's submitted to accounts dept.
- Responsible for the efficient flow of Goods from storerooms, warehouses, and issue stock accordance with company sales procedures and orders

Merchandiser

- Closely work with sales representatives to ensure sales promotion making profits.
- Responsible for ensuring products appear in stores and outlets in appropriate quantities.
- Accurately forecast product trends, plan stock levels and monitor sales.
- Determine amount of inventory needed and set prices on products to maximize profit
- Plan promotion, sales and oversee delivery of inventory

Extra Curricular[†]

- ❖ Member of Prefect board in School
- ❖ Executive member of Old Boys Association
- ❖ Participated at the Zonal and Inter House Athletics
- ❖ Sports Meet
- ❖ Community Services and Volunteering

Interests

- ✂ Photography
- ✂ Shopping
- ✂ Reading
- ✂ Travel
- ✂ Camping
- ✂ Volunteer work
- ✂ Watching Movies
- ✂ Art
- ✂ Cooking

Work Experience

Own business Rehana Hardware and general merchant 2012 to 2021 (Family Business)

Regional dealer for HOLCIM Cement 2015 to 2018.

Regional dealer for LANKEM paints 2013 onwards.

Sales merchandiser /marketing expertise at MRM Hardware Gampola Watadeniya Srilanka 2022 to 2023.



Skills

- ➞ Knowledge of goods or materials
- ➞ Knowledge in writing and taking notes.
- ➞ Basic buying and purchasing practice
- ➞ Knowledge of inventory principles and practices
- ➞ Knowledge of supervisory principles and practices
- ➞ Knowledge products positioning and visually pleasing displays
- ➞ Scanning, Printing, Binding, Filing, Typing & Photocopying