

# **CURRICULUM VITAE**



## **MOHAMMED RIYAS**

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**Doha, Qatar**

### **CAREER OBJECTIVE**

Seeking a position to utilize my skills, abilities and achieve a high degree of professional excellence by integrating my knowledge to exceed in the job assigned to me.

- Since September 2013 to 2015 till the last working as a **“Asst. Store Keeper” in Amreet Trading & Medical Supplies LLC in Abu Dhabi**. Since September 2015 working as a **“merchandiser” till 2017 april in Amreet Trading & Medical Supplies LLC in Abu Dhabi**.
- Since may 2017 to still working as a **Transporting Coordinator** in Malayalam **‘Film Industry’** in kochi

### **DUTIES & RESPONSIBILITY’S in Store Keeping**

- ❖ Receiving Items after checking the Invoices
- ❖ Preparing Invoices
- ❖ Store items Checking according to Schedules
- ❖ Receiving Calls of the clients
- ❖ Make sure the Quality’s ,Quantities& Expirees of the products are ok
- ❖ Arranging the products in the categorized level
- ❖ Making Delivery notes
- ❖ Entering necessary data’s in Excel Sheets
- ❖ Entering the products Expiry in the system
- ❖ Helping the team for the delivery
- ❖ Make sure all the items to be delivered on time thorough checking the order
- ❖ Submitting the invoices to accounts after receiving
- ❖ Make sure the space availability and Manpower before it gets in to the store
- ❖ Contacting the supplier if the necessary items are not delivered on time

- ❖ Going and Collecting the items personally from the supplier if the items are really emergency needed
- ❖ Make sure the Technical Requirements are matching the required items
- ❖ Having good contact maintaining with Suppliers & Clients
- ❖ Finding the damages of the products

### **DUTIES & RESPONSIBILITY'S in Merchandiser**

- ❖ Deciding how goods should be displayed to maximize customer interest and sales.
- ❖ Assisting visual merchandisers to plan store layouts to promote key lines.
- ❖ Accurately stocking and rotating products onto shelves from backroom inventories.
- ❖ Building up and maintaining product displays.
- ❖ Ensuring that enough merchandise is in stores at the right time in the season i.e. Christmas or Easter.
- ❖ Maintaining products on Store racks, shelves and displays.
- ❖ Rotating products from the back stock to shelf and display locations.
- ❖ Identifying replenishment needs.
- ❖ Completing all paperwork and necessary documentation.
- ❖ Spinning labels and straightening package graphics.
- ❖ Negotiating prices, quantities and delivery time-scales with suppliers.
- ❖ Removing any dented, dirty, damaged, or out of code products from display.
- ❖ Sorting and distributing merchandise to various locations throughout the store.
- ❖ Carrying out market research on how well displayed products are selling.
- ❖ Travelling to multiple store location

**ACADEMIC QUALIFICATION**

Course	University/Board	Year of Passing
B.Com	University of Calicut	2012
Plus Two	State Board of Kerala	2009
SSLC	State Board of Kerala	2007

**OTHER TECHNICAL QUALIFICATION**

- TALLY
- Billing
- Basic Computer knowledge in MS Office & Internet

**PERSONAL DETAILS**

Date of Birth : 27-11-1989  
Sex : Male  
Marital Status : married  
Nationality : Indian  
Religion & caste : Islam/ Muslim  
Languages known : English, Hindi, Tamil & Malayalam

**PASSPORT DETAILS**

Passport Number : U 6869847  
Place of Issue : Cochin  
Date of Issue : 14-10-2020  
Date of Expiry : 13-10-2030

**STRENGTHS**

- Intelligent, Creative, Hardworking
- Energetic, Confident, Optimistic
- Truthful and God-fearing

**DECLARATION**

I do hereby declare that information regarding me is true to my knowledge and belief.

**Mohammed Riyas**