



# MUHAMMED SHIHABUDEEN K

## STORE KEEPER CUM BILLING ASSISTANT

Phone : +974 71833495

Email : shihabk294@gmail.com

Location : Qatar

Valid Qatar Driving Licence Number : 30035621123

Detail-oriented and organized Store Keeper cum Billing Assistant with experience in inventory management and customer service at Nice Bakes & Sweets, Doha, Qatar, and as a Salesman cum Cashier. Skilled in stock management, FIFO/LIFO inventory methods, and using ERP systems for order processing. Experienced in goods receiving, dispatching, billing, and maintaining food safety standards. Committed to ensuring smooth store operations and excellent customer service.

### PROFESSIONAL SKILLS

- Inventory Management & Stock Control
- Food Safety & Hygiene Standards
- Attention to Detail
- ERP Systems (Next), MS Excel
- Order Processing & Supplier Coordination
- Time Management
- FIFO & LIFO Inventory Methods
- Customer Service & Store Operations
- Problem-Solving
- Billing & Invoicing (POS Systems)
- Stock Reconciliation & Reporting
- Communication
- Goods Receiving & Dispatching
- Teamwork & Collaboration

### PROFESSIONAL EXPERIENCE

#### STORE KEEPER CUM BILLING ASSISTANT

2024 – Present

##### Nice Bakes & Sweets, Doha, Qatar

- Utilized ERP (Next) and inventory software for accurate stock tracking and control
- Handled goods receiving, dispatching, and documented incoming/outgoing stock movements
- Applied FIFO and LIFO methods to ensure product freshness and minimize waste
- Monitored shelf life and tracked expiry dates of perishable goods
- Conducted regular stock reconciliations and prepared inventory reports
- Generated invoices and processed customer billing with accuracy
- Coordinated with suppliers and internal teams for smooth order processing and fulfillment
- Maintained organized storage areas in compliance with food safety standards
- Supported customer service operations during peak hours
- Prepared daily summaries of stock movements and billing for management review

#### SALESMAN CUM CASHIER

2019 – 2023

##### Sana Metals and Home Appliances, Calicut, Kerala

- Handled daily cash transactions, billing, and digital payments using POS and Tally systems
- Maintained accurate financial transaction records, including sales and purchase entries
- Assisted customers with product inquiries, recommendations, and purchases
- Prepared daily sales reports and performed end-of-day cash reconciliation
- Managed inventory records and supported stock control and replenishment
- Collaborated with the team to meet monthly sales targets
- Ensured cleanliness, proper merchandising, and organization of the retail space
- Supported smooth daily store operations under minimal supervision

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## EDUCATION

**Diploma in Indian & Foreign Accounting** | G-Tech Education | 2022

**Bachelor of Arts in Sociology** | Calicut University, Kerala | 2021

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## LANGUAGES

- English, Hindi, Malayalam
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## PERSONAL INFO

- Nationality : Indian
- Gender : Male
- Date of Birth : 28.04.2000