



HARIS MADATHUMMAL

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CAREER OBJECTIVES:

- To work in a stable and dynamic company by making an effective and result oriented contribution of my potential knowledge and skills with fervor excellence and professionalism.

SPECIAL SKILLS:

- MS Office Applications (MS Word, Excel, Power point) and Outlook express ERP system of Oracle, Sage, and Tally& Focus.
- Internet Operations
- Ability to write a letter and develop its contents based on background information provided by the executive being assisted.
- Excellent verbal and written communication skills in English
- Excellent Communication Skills in Hindi, Arabic, Urdu, Malayalam& Tamil

WORK EXPERIENCE:

Abdulla Group of Company-Store In charge Cum Logistic Coordinator

Building Material/Construction/MEP/Autoparts/Food

2019 to 2025-Doha

QATAR

Responsibilities:

- Complete store operational requirements by scheduling and assigning employees; following up on work results.
- Protect employees and customers by providing a safe and clean store environment.
- Maintain the stability and reputation of the store by complying with legal requirements.
- Determine marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Maintain operations by initiating, coordinating and enforcing program, operational and personnel policies and procedures.
- Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers.
- Develop a schedule of holiday activities and promotions throughout the year strategically designed to bring in more revenue.
- Provide training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity when employees are absent.
- Work with vendors and manufacturers to bring in effective marketing displays for the sales floor and store windows.
- Manage all controllable costs to keep operations profitable.
- Manage stock levels and make key decisions about stock.
- Analyze and interpret trends to facilitate planning.

- Deal with staffing issues such as interviewing potential staff, conducting appraisals and performance reviews, as well as providing or organizing training and development.
- Ensure standards for quality, customer service and health and safety are met.
- Update colleagues on business performance, new initiatives and other pertinent issues.
- Visits the sales floor regularly, talking to colleagues and customers to identify or resolve urgent issues.
- Maintain awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing.
- Goods receipt note prepare and attaching with Invoice.
- Making Delivery note as per sales coordinator delivery schedule
- Handling drivers as per delivery and other company job.
- Do coordinate to check to check the goods with LPO during receiving time.
- Monitoring and making Material Requisition, Transfer Voucher, and Receipt Note Issue Voucher on Required time.
- Stock control updating daily basis.

**Swiss Group International -Store Keeper cum Data Encoder
Carton Manufacturing/Medical Store
2014 to 2019-Ajman
U.A.E**

Responsibilities:

- Verify with proper checking systematically the shortage of required items and inform the purchase section.
- Do GRN and Finished Goods posting timely basis.
- Doing proper inventory timely basis.
- Doing monitor to proper checking the material when arriving from supplier physically and documental.
- Create and updating item stock code on system oracle and doing necessary records.
- Doing and updating item details on excel.
- Control and guide with proper Instruction to concerned section.
- Research financial information for audit purposes and financial reporting.
- Assist book keepers, coordinators and administrators on day today financial matters.
- Prepare journal entries which include correcting entries and allocating expenditure.
- Control receivable with limit and terms manually and systematically.
- Prepare collection forecast each month and submitting for getting maximum cash.
- Check and cash depositing bank and updating system.
- Analyses financial record and reports and make adjustment as needed.
- Submit daily report to FC as daily basis.

EDUCATIONAL ATTAINMENT:

- ❖ Bachelor of Commerce
Calicut University- Karla -India
- ❖ Diploma In Accounting Tally
Sted-Bangalore

PERSONAL INFORMATION:

Birth Place : Kannur- Kerala
Sex : Male
Nationality : Indian
Marital Status: Married
Passport No : Y 9169178
Visa : RP With NOC
Join : Immediate

DECLARATION: I hereby certify that all the information is true and correct to the best of my knowledge and belief.