

# INAMULBARI MAHAMMAD

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Current Location: Doha – Qatar

Hometown: Hyderabad, India

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## PROFESSIONAL SUMMARY

I have hands-on experience working in a retail pharmacy where I handled daily operations including stock, purchasing, and customer interaction. Over time, I progressed from a medical representative role to storekeeper and then senior storekeeper, which helped me build strong practical knowledge of medicines as well as FMCG products. I'm used to handling responsibilities independently and working closely with customers and suppliers. Looking for an opportunity to grow in a professional environment.

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## CORE SKILLS

- Good knowledge of medicines and pharmacy products
  - Stock and inventory handling
  - Customer dealing and communication
  - Purchasing and supplier coordination
  - Basic accounting and billing
  - MS Excel and basic computer knowledge
  - Ability to handle multiple responsibilities independently
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## PROFESSIONAL EXPERIENCE

### Senior Storekeeper

**Ak Prince Pharmacy** | 2023 – Present

- Managed overall stock operations for medicines and FMCG products from ordering to final sale
- Maintained accurate inventory records and ensured availability of fast-moving and essential items
- Regularly monitored expiry dates and implemented proper stock rotation (FIFO) to minimize losses
- Coordinated with multiple suppliers, placed purchase orders, and followed up to ensure timely delivery
- Analyzed product movement and adjusted purchasing based on demand trends
- Ensured proper storage conditions for medicines, including temperature-sensitive items
- Handled billing, cash transactions, and maintained records of purchases and stock movement
- Supported customer needs by suggesting suitable medicines or alternatives when required

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## **Storekeeper**

### **Healthcare Pharmacy | 2018 – 2022**

- Managed daily stock receiving, checking quantities, and arranging products systematically
- Maintained stock registers and updated inventory records regularly
- Assisted in identifying low-stock items and informed for timely reordering
- Conducted periodic stock checks and supported inventory audits
- Ensured proper labeling, shelving, and organization of medicines and FMCG items
- Helped reduce wastage by checking expiry dates and separating near-expiry stock
- Coordinated with the sales side to ensure smooth product availability
- Provided basic assistance to customers when needed

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## **Medical Representative**

### **Delux Medical | 2014 – 2018**

- Promoted and handled sales of pharmaceutical and FMCG products
- Explained product uses, benefits, and differences to customers in a clear and simple way
- Built and maintained good relationships with regular customers and suppliers
- Observed customer preferences and market demand to support stock planning
- Assisted in introducing new products based on demand and availability
- Maintained awareness of commonly used medicines and fast-moving consumer products
- Supported overall sales growth through active customer interaction

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## **Recruiter Team Lead**

### **ABIS Technology | 2012 – 2014**

- Led a team of recruiters and managed daily hiring activities
- Assigned tasks, monitored performance, and ensured targets were met on time
- Reviewed candidate profiles and guided the team on screening and shortlisting
- Coordinated with clients to understand hiring requirements and priorities
- Prepared and maintained recruitment reports and progress updates
- Helped improve team efficiency by organizing workflow and tracking results

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## **IT Recruiter**

### **ABIS Technology | 2008 – 2012**

- Sourced and screened candidates based on job requirements
- Conducted initial interviews and shortlisted suitable candidates
- Maintained candidate records, databases, and documentation
- Coordinated interview schedules between candidates and clients
- Followed up with candidates throughout the hiring process

- Prepared basic reports on recruitment status and hiring progress
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## **Sales Executive**

**Tata Teleservices** | 2003 – 2005

- Handled sales of telecom products and services to new and existing customers
  - Managed customer accounts and maintained regular follow-ups
  - Achieved assigned sales targets through direct customer interaction
  - Explained product features and helped customers choose suitable plans
  - Built and maintained good relationships with customers
  - Assisted in resolving basic customer queries and service issues
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## **EDUCATION**

**MBA (Master of Business Administration)** | 2006 – 2008 | Osmania University

**BCA (Bachelor of Computer Applications)** | 2003 | Madras University

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## **TECHNICAL SKILLS**

- Tally ERP
  - MS Excel & MS Office
  - POS & Billing Systems
  - Basic Accounting Software
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## **KEY ACHIEVEMENTS**

- Managed end-to-end retail accounting operations efficiently
  - Reduced billing errors and improved cash accuracy
  - Successfully handled multi-role responsibilities (accounts + operations)
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## **Languages**

- English
- Hindi
- Urdu
- Telugu