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Dubai, UAE.

Visa status - Visiting Visa

## EDUCATION

**BA Economics**

**Calicut University**

2008- 2011

**Diploma in Computer**

**Hardware and networking**

**Shankaracharya Institute, Kannur**

2005 - 2006

## HIGHLIGHTS OF SKILLS :

Data research & market studying

Cost Analysis & cost reduction

Good negotiation skills

Ability to meet deadlines

G o getter

## LANGUAGE

English

Hindi

Arabic

Malayalam

# AJMAL AP

Administration & Operations executive

## ABOUT ME

An experienced administration & operations executive having wide experience in handling operations & administrative tasks that are associated with sales, accounts & marketing. Seeking for a challenging role in any sector where I can utilize my skills & explore new ideas towards the best interests of an organization & to learn new skills & develop professional achievements.

## WORK EXPERIENCE

2018-2024

AL AMRI GROUP OF COMPANIES, Oman

### Operation executive

- Customer service; Delivered exceptional customer service by assisting customers with inquiries, resolving issues and providing recommendations.
- Cashier; Handled cash transactions with accuracy, including processing sales, refunds, and exchanges, while maintaining a balanced cash drawer
- Sourcing; Identifying reliable suppliers and negotiating favourable terms for purchasing products.
- Inventory Management: Maintaining optimal stock levels to meet customer demand while minimizing excess inventory.
- Cost Control: Monitoring prices, analysing market trends, and implementing cost saving strategies.
- Vendor Relations: Ensuring compliance with regulatory requirements, quality standards, and safety protocols.
- Forecasting: Analysing sales data and market trends to forecast demand and adjust purchasing Plans accordingly.
- Reporting: Generating reports on purchasing activities, budget performance, and inventory levels for management review.

2016 - 2018

ALAM AL MALEEHA THUMRAIT, Oman

### Data Entry Manager

- Accurately enter and update inventory data in the system.
- Maintain product databases by adding new items and updating existing ones.
- Entering pricing information and update prices as needed.
- Respond promptly to data entry requests and ensure timely completion of tasks.
- Maintain organized records of all data entry activities for auditing purposes.