

# MOHAMMED ZUBAIR

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 Abu Dhabi, UAE

## Profile Summary

Detail-oriented professional with extensive experience in store management, data entry and administrative roles. Skilled in inventory control, stock management and accurate data handling. Proficient in coordinating schedules, maintaining records and addressing customer inquiries with efficiency. Known for excellent multitasking, strong communication and a proactive approach to problem-solving. Adept at using various software systems to streamline operations and ensure timely task completion. Seeking a dynamic role to leverage my skills and contribute to organizational success effectively.

## Key Skills

- Administrative Support
- Customer Service
- Inventory Management
- Data Entry & Record Keeping
- Merchandising Techniques
- Staff supervision
- Cash Management
- Data Verification
- Training & Development
- Documentation & Reporting
- Relationship Building
- Workflow Optimization
- Business Administration
- Quality Assurance & Control
- Teamwork & Collaboration

## Work Experience

● **Inventory Controller & Data Entry**

2023 - Present

Zahrat Lulu Supermarket LLC, Ajman, UAE

- Supervised daily store operations, ensuring smooth workflow and efficient management of stock and resources.
- Oversee the proper storage, organization and tracking of all inventory items within the store to ensure efficient retrieval and minimize loss or damage.
- Record all store transactions, including sales, returns and stock transfers, in the data entry system.
- Accurately enter data related to inventory, stock movements and transactions into the relevant software or database.
- Managing supplier relationships, negotiating terms and conditions and coordinating delivery schedules to ensure timely and efficient supply chain operations.
- Provide assistance to customers by addressing inquiries and resolving issues promptly.
- Assist in forecasting and planning by providing accurate data on stock levels and sales projections.
- Maintain a clean, organized and safe storage area, adhering to safety regulations and standards.
- Ensure that all data entries are completed in a timely manner and follow company guidelines for accuracy and security.

● **Front Office Executive**

2022 - 2023

Britfort Academy, Kerala, India

- Welcome students, parents and visitors with a friendly and professional demeanor.
- Provide excellent customer service by addressing inquiries, resolving issues and ensuring a positive experience for visitors and clients.
- Maintain organized files, perform data entry and manage records and documents related to courses, schedules and correspondence.
- Answer phone calls and respond to emails promptly, addressing inquiries or directing them to the appropriate department.
- Perform any other tasks assigned by management to ensure efficient and smooth front office operations.

## Academic Qualifications

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### ● BBA in Aviation and Hospitality Management

Mangalore University, India | 2019 - 2022

### ● Higher Secondary

State Board of Higher Secondary Education

Kerala, India | 2017 - 2019

## Software Proficiency

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- **MS Office Suite:** Excel | Word | PowerPoint

## Strengths & Qualities

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- Patience when dealing with others.
- Diligence in ensuring accuracy and quality in work.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.
- Encouraging and inspiring people to do their best.

## Soft Skills

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|-----------------------|--------------------|-------------------------|
| • Communication       | • Time Management  | • Team Collaboration    |
| • Leadership          | • Problem Solving  | • Organizational Skills |
| • Attention to Detail | • Active listening | • Decision Making       |

## Personal Info

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|-----------------|---|-----------------|
| • Nationality   | : | Indian          |
| • Date of Birth | : | 26/12/2000      |
| • Passport No.  | : | T2619857        |
| • Visa Status   | : | Employment Visa |

## Languages Known

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|-----------|---------|-------------|----------|
| • English | • Hindi | • Malayalam | • Arabic |
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## Declaration

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I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**MOHAMMED ZUBAIR**