

RESUME

MUHAMMED ANAS. M



Contact No.

Qatar: +974- 50813779

India: +91- 9745700777

Email Id:

mmanasthadathil@gmail.com

Personal Data:

Date of Birth: 09-01-1987

Sex: Male

Marital status: Married

Nationality: Indian

Passport No: Z5937093

Qatar ID: 28735678160

Visa Status: Transferrable

Driving License: Valid Qatar

Driving License

Languages Known:

English, Malayalam,
Hindi, and Tamil.

Address:

(Permanent Address)
Thadathil House,
Chenakkalangadi, PO
Thenhippalam,
Malappuram,
Kerala(India)- 673636

CAREER OBJECTIVE:

Motivated with 12+ years of the area of expertise. Recognized for needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organized with excellent Leadership ND Team building record. Sales And Administration Assistant with a strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with an internal drive to deliver.

EXPERIENCE:

➤ **Purchase Assistant cum IT Admin in Gourmet- Doha, Qatar (February 2023- Till Now)**

Responsibility:

- Monitor stock levels and identify purchasing needs.
- Research potential vendors.
- Track orders and ensure timely delivery.
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends.
- Evaluate offers from vendors and negotiate better prices.
- Prepare cost analyses.
- Maintain updated records of invoices and contracts.
- Follow up with suppliers, as needed, to confirm or change orders.
- Liaise with warehouse staff to ensure all products arrive in good condition.

➤ **Coordinator in The Living Adventure (Accor)- Doha, Qatar (May 2022 – December 2022).**

Responsibility:

- Managing Full Data Details of Employees.
- Arranging Training program for New joiners.
- Maintaining Attendance Sheet.
- Arranging and providing the Employee with official documents (Insurance, ID, etc.).
- Providing the day-to-day update to all employees and to Senior Staff.

➤ **Relationship Manager of a Multi-National Automobile Dealer, Kerala-India (July 2016 – April 2022).**

Responsibility:

- Create and enforce plans that will help meet the needs of customers.
- Build Long-Term Relationships with Customers.
- Work quickly to address and resolve customer issues.
- Notify the sales team of new sales and cross-selling opportunities.
- Encourage high sales and good customer service practices.
- Become familiar with the competition to stay ahead of them.
- Create Strategies and work with clients to boost their brand.
- Help promote and maintain a positive company image.

➤ **CAR RENTAL AGENT AT CARINO MOTORS CALICUT -Kerala, India (June 2012- 2016).**

Responsibility:

- Contract management
- Worked closely with customers to make sure they understood their responsibilities.
- Responsible for inspecting vehicles when they left with clients and when the vehicles were returned.
- Part of a team that handled the company's growing corporate rental business.
- Responsible for answering incoming calls and arranging rentals for new clients.
- Acted as liaison between front showroom and the maintenance team that cared for the vehicles.
- Maintained strong and positive relationships with existing corporate and private customers.
- Explained company promotions to incoming callers and helped to arrange rental schedules.

➤ **Distributor cum Sales Executive of Tata Teleservices- Kerala, India (May 2013 –May 2016).**

Responsibility:

- Greeted customers promptly and courteously.
- Instructed the cashier assistant on proper arrangements of products in the delivery bag.
- Inspected the receipts presented by clients for the exchange of items and ensured easy replacement as per receipts.

➤ **Manager And Administrator of a Public School – Kerala, India (April 2011 – May**

2013)Responsibility:

- Attending Senior Management/Leadership Team, full Governing Body, and appropriate Governments' sub-committee meetings.
- Negotiate and influence strategic decision-making within the school's Senior Management/Leadership Team.
- To lead and manage all school support staff

ACADEMIC QUALIFICATIONS:

- Bachelor of Commerce: Techno Global University, Bangalore
- Plus Two: Board of Higher Secondary, Kerala
- SSLC: Board of Public Examination, Kerala.

OTHER QUALIFICATIONS:

Software Credentials:

Operating System: Windows, Linux

Packages:

- Tally 9
- Peachtree and Other ERP's
- Microsoft Office Certification from IPA Calicut.
- ACC- Accounts Module by Atlanta IT Solutions

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Doha

Date : 04/04/2023

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