

MOHAMMAD FIROZ AHMED

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CAREER OBJECTIVE

To make continuous efforts in improving professional skills by incorporating innovation in any chosen of activity. With an insatiable desire to learn more, I am confident of achieving highest rank in my area activity.

ACADEMIC QUALIFICATIONS

- B.Com (Calcutta University)1995
- Passed XII from W.B.C.H.S.E(Calcutta)1993.
- Passed X from W,B.B.S.E(Calcutta)1991.

PROFESSIONAL QUALIFICATIONS

IBM PC Software in Computers, Ms–Exell, Ms Words, Power Point from St.Xavier’s Computer Centre Calcutta.1995 -1996.

WORK EXPERIENCE

- Worked with Lanza Apparels Pvt Ltd. From17th Nov-2010 to 10th June-2020 as Auditor/Area Manager at G-4 Bhagati Plaza , Plot No-12,Sector-5 , Darka New Delhi-110075.

- **Responsibilities:**

- 1.Checklist :**Checklist of all stores Store wise every day including Finance & Stock Report.
- 2.Audit :** Inventory/Stock /Finance(Apparels , Accessories & Shoes) , check reports of all stores & report directly to the Director of the entire Company on daily basis.
- 3.Staff training:** Provide training to New Sales staff & Manager and giving training of Billing Software & reports.
- 4.Targets & Achievement:** Planning , how to achieve , Month , week and Year targets .
- 5. Customer Service:** Aware staff to greet Customer at the of entrance at the store with smile & attending Customer Issues, Exchanging Policies, and Loyalty Program.
- 6.Booking:** Attending Stock Booking ceremony to select finest stuff for the Stores as per customer requirement.
- 7.Business Planning :** Attending all types of Company Meeting regarding improvement of business .

8. Visuals: Check visuals and display, folding striking and hygiene.

9. **Fabric Knowledge:** Fabric knowledge and feature & benefits to all staffs.

10. **Operations:** Prepare Daily, Weekly and Monthly Checklists: Ordering, MIS Reporting, Expiry/Defective Items check at the store, Store Cleaning – Floor, handling promotional activities.

» Worked with **Rich Look Garments Pvt.Ltd.as Store Manager for 2Years from 13th March-2003 to 30th Dec-2005.**»»

- **Responsibilities:**

1. **Management:** Manage the store according to stock & Sale staffs .
2. **Planning:** Staff meeting & Planning to achieve the Targets on daily & week & month basis.
3. **Reporting:** Reporting daily reports to the Head office on daily basis.
4. **Motivation:** Staff motivating regarding Sales , targets & achievements.
5. **Inventory:** maintaining Inventory, refilling & stock according to requirement.

» Worked with **Belmonte a unit of SKNL as Store Manager for 1Year from Sep-2007 to Oct-2009.**

1. **Management:** Manage the store according to stock & Sale staffs .
2. **Planning:** Staff meeting & Planning to achieve the Targets on daily & week & month basis.
3. **Reporting:** Reporting daily reports to the Head office on daily basis.
4. **Motivation:** Staff motivating regarding Sales , targets & achievements.
5. **Inventory:** maintaining Inventory, refilling & stock according to requirement.

» Worked with **Al-Tahia International Trade as Assistant Accountant/Stock Keeper(Dammam) Saudi Arabia from 17th May 1997 to 22nd Dec2002.**

- **Responsibilities:**

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1. **Book Keeping:** Keeping record of daily sales & maintain in excel on daily basis.
2. **Management:** Manage Inventory & enter Invoices in system on daily basis.
3. **Banking:** Maintain daily sale Ledgers & Bank deposits etc.
4. **Assisting:** Assisting Accountant to maintain Ledgers , Sales , Income & Expenditures etc.
5. **Keep the record of Inventory Inward/Outard & place order for required stock.**

PERSONAL QUALITIES

- Adaptive and team worker.
- Work efficiently under pressure
- Energetic & hard worker

PERSONAL PROFILE

Father's Name : Abdur Rauf
Date of Birth : 9th Aug-1974
Language Known : English , Urdu, Arabic,Hindi and Bengali
Hobbies : Playing cricket, Internet & listening music.
Marital Status : Married

Permanent Address:

Vill: Singhauli

P.O:Hasua

Distt: Nawada (India)

Bihar: 805103

Pass Port Details

PassPort No. N1403273

Date of Issue. **17-07-2015**

Date of Expiry. **16-07-2025**

Place of Issue. **Patna**

DATE:

PLACE:

(Mohammad Firoz Ahmed)