

**Hussain Quraishi**

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**PERSONAL DETAILS**

Nationality : Bahraini

Date of Birth : 12th August 1969

Languages : English, Hindi, Arabic

Driving License : Available

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Al-Hidd, Kingdom of Bahrain

**Seeking Middle Level Managerial assignments in Jeweler store /Sales Executive /Purchasing / Buying /Inventory / Sales Management/ Stock Management or any suitable job, with a growth oriented organization.**

**EMPLOYMENT SCAN**

**May’18- Apr 2019 M/s. Swiss Food Specialities as Sales Executive**

* *Sells products by establishing contact and developing relationships with prospects; recommending solutions.*
* *Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.*
* *Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.*
* *Prepares reports by collecting, analyzing, and summarizing information.*
* *Maintains quality service by establishing and enforcing organization standards.*
* *Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.*
* *Contributes to team effort by accomplishing related results as needed.*

**Jan’15- May2018 M/s. Lifestyle Fine Jewelry as a Sales Executive**

* *Responsible for performing inventory of the whole store which involves the counting and checking of stocks, reconciling of cash with sales receipt, keeping store transaction records and ordering merchandise and stock when necessary.*
* *Ensure that the store personnel comply with the store’s security, sales and record taking practices and procedures.*
* *Address the queries or concerns that arise from the clients.*

**Oct’12- Dec2015 M/s. Rama Jewelry as a Manager**

* *Manage the daily activities and operations of the jewelry store which includes the planning out of the work assignments and work schedules of the employees, assigning the specific duties of these employees, directs the store personnel to their specified merchandise and conduct employee performance review.*
* *Promote and advertise the store and its merchandise, the jewelry.*

**Mar’07-Mar2012 M/s. Bahrain Duty Free Shop Complex as a Senior Buyer**

* *Planning, negotiating, ordering, and administering direct and indirect material requirements to support the build plan and maintain appropriate inventory levels.*
* *Interpreting plan requirements to purchase requirements.*
* *Monitoring and adjusting order process to maximize quality and service level while minimizing inventory.*
* *Continuously monitoring and upgrading supplier performance and maintaining good supplier relationships.*
* *Assisting internal customers in sourcing and pricing decisions.*
* *Providing timely and effective communication of issues to manager.*
* *Providing support and assistance to the Receiving, Inspection, and Accounting departments in problem resolution.*

**Oct’04-Mar2007 M/s. Bahrain Duty Free Shop Complex as a Buyer**

* *Foster distributor relations*
* *Negotiating on prices*
* *Selling the product*
* *Verifying quantity and quality of stock received from manufacturer.*
* *Authorizes payment of invoices or return of shipment.*
* *Giving MARKERS information, such as price mark-ups or mark-downs, manufacturer number, season code, and style number to print on price tickets.*
* *Inspecting exchanged or refunded merchandise.*
* *Selling merchandise to become familiar with customers' attitudes, preferences, and purchasing problems*

**Jul’01-Oct2004M/s. Bahrain Duty Free Shop Complex (Electronic Dept.) as Assistant Buyer**

* *Reviewing requisitions and developing specifications to permit competitive procurement of non-complex items.*
* *Interviewing salespersons and vendors.*
* *Soliciting written and telephone quotations.*
* *Assisting in tabulating bids.*
* *Expediting deliveries.*
* *Seeking new sources of supply.*
* *Preparing confidential information.*
* *Verifying budgeted funds for specific products/projects.*
* *Assisting the Buyer in maintaining procurement documents in a systematic and auditable fashion.*
* *Performing other duties as assigned.*

**Mar’96-Jul2001 M/s. Bahrain Duty Free Shop Complex (Electronic Dept.) as Purchasing Clerk**

* *Preparing spreadsheets and obtains details for price increases.*
* *Initiating contract addendum after approval.*
* *Maintaining regular contact with Purchasing Manager, Marketing Staff, Field Office Staff, Superintendents, Subcontractors, and other Purchasing Staff.*
* *Maintaining vendor list of prospective subcontractors and materials/new products.*
* *Obtaining information required for contracting, addendums and options.*
* *Providing samples and information to sales staff.*
* *Maintaining log of outstanding contracts, and deltas of plans.*
* *Creating order forms for Sales Associates.*
* *Obtaining pricing of Estimate Requests for non-standard options.*

**May’94-Mar 1996M/s. Bahrain Duty Free Shop Complex (Watches Dept.) as a Merchandiser**

* *Planning product ranges and preparing sales and stock plans in conjunction with buyers;*
* *Liaising with buyers, analysts, stores, suppliers and distributors;*
* *Working closely with visual display staff and department heads to decide how goods should be displayed to maximize customer interest and sales;*
* *Analyzing every aspect of bestsellers (for example, the bestselling price points, colors or styles) and ensuring that bestsellers reach their full potential;*
* *Monitoring slow sellers and taking action to reduce prices or set promotions as necessary;*
* *Gathering information on customers’ reactions to products;*
* *Analyzing previous season's sales and reporting on the current season's lines;*
* *accompanying buyers on visits to manufacturers to appreciate production processes;*
* *Meeting with suppliers and managing the distribution of stock, by negotiating cost prices, ordering stock, agreeing timescales and delivery dates, and completing the necessary paperwork;*
* *Identifying production and supply difficulties and dealing with any problems or delays as they arise;*
* *Managing, training and supervising junior staff.*

**Nov’93- May 1994M/s. Bahrain Duty Free Shop Complex (Electronic Dept.) as a Sales Assistant**

* *Greeting customers entering the shop*
* *Involving in stock control and management.*
* *Assisting shoppers to find the goods and products they are looking for.*
* *Responsible for processing cash and card payments.*
* *Stocking shelves with merchandise.*
* *Answering queries from customers*
* *Reporting discrepancies and problems to the supervisor*
* *Giving advice and guidance on product selection to customers*
* *Balancing cash registers with receipts*
* *Dealing with customer refunds*
* *Dealing with customer complaints*
* *Working within established guidelines, particularly with brands*
* *Attaching price tags to merchandise on the shop floor.*

**ACADEMIC CREDENTIALS**

**Associate of Accounting Technicians, AAT,** Bahrain 1991

**Completed Higher Secondary School Cert. from,** Sacred Heart School, Bahrain 1989