

# MUSTHACK ABDULJANAB

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## Experience

**2021 – 2021**

**Business Development Executive • Apex gulf Enterprises LLC.**

**2015 – 2021**

**Administrative Assistant & Sales Coordinator • V-Kool Emirates Trading. Dubai**

**2013 – 2015**

**Sales Merchandiser • Sony India Pvt Ltd.**

## Education

**ANNAMALAI UNIVERSITY, COIMBATORE, INDIA**

- **BACHELOR OF BUSINESS ADMINISTRATION**

## Areas of Experience

- **Business to consumer.**
- **Finalization analyzation of books of accounts up to balance sheets and reconciliation of bank accounts.**
- **Key accounts management.**
- **Preparation of petty cash reports.**
- **Plans, assign and review staff work.**
- **Handling day to today transaction.**
- **Monitoring and Maintain currents inventory levels.**
- **Auditing and analysis financial performance.**
- **Preparation and Maintenance of books of accounts.**



**COIMBATORE**



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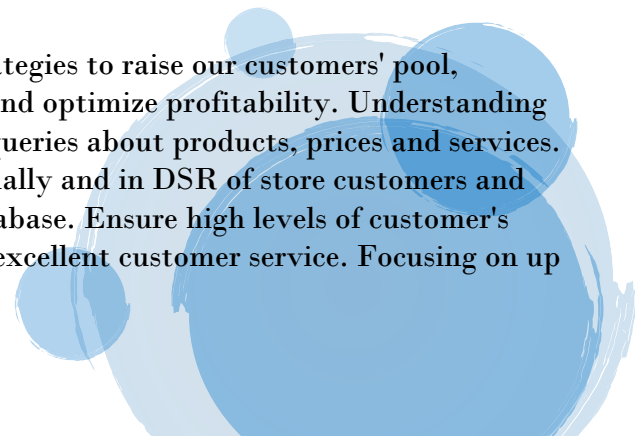



## **Work History**

Promoting products to significantly increase their sales. Ensuring each area of the store is stocked, rotated, clean and looking its best. Making sure customers find everything they need, in the right place. Checking and replenishing product display areas in line with company plans. Making recommendations and advising others on opportunities and risks. Monitoring stock levels and reviewing product performance in order to identify current and future trading opportunities. Ensuring that best sellers reach their full potential. Putting together merchandising plans for specific stores. Helping Customers with any queries they may have. Completing all paperwork and administration tasks as required. Managing stock availability throughout the supply chain, from suppliers to stores. Working closely with buying team on related issues. Present Responsible for ensuring that products and brands are represented effectively in stores to create a positive customer experience in a retail and corporate sales. Focusing on up selling/cross selling. Negotiating contracts and packages to fit customer requirements Attending trade exhibitions, conferences and meetings. Be a shining example of well behavior and high performance Understand customer needs and offer solutions and support Organize and coordinate sales team schedules. Inspected merchandise for quality and quantity. Ensuring that all till operations, cash handling procedures and transactions are carried out accurately. Keeping the track of inventory on all products. Supervise and work with sales team when closing sales. Follow-up with the management before stocks reach 20%and get it refilled to avoid missing the Sales. Creating loyal customers and strengthening organization's efforts to survive competition.

## **Leadership**

Develop business strategies to raise our customers' pool, expand store traffic and optimize profitability. Understanding customer needs and queries about products, prices and services. Keeping record manually and in DSR of store customers and regular customer database. Ensure high levels of customer's satisfaction through excellent customer service. Focusing on up





selling/cross selling. Negotiating contracts and packages to fit customer requirements. Attending trade exhibitions, conferences and meetings. Be a shining example of well behavior and high performance. Understand customer needs and offer solutions and support. Organize and coordinate sales team schedules. Inspected merchandise for quality and quantity. Ensuring that all till operations, cash handling procedures and transactions are carried out accurately. Keeping the track of inventory on all products.

### **Skills**

**Online merchandising, visual Displays, Store layouts, Product management.**

**Soft Skills** SAP, MS office, Excel, Tally, Photoshop, Coral drew.

### **Personal Details**

<b>Father Name</b>	<b>Abdul Janab,</b>
<b>D.O.B</b>	<b>02/10/1992,</b>
<b>Gender</b>	<b>Male,</b>
<b>Nationality</b>	<b>Indian,</b>
<b>Marital Status</b>	<b>Married.</b>

### **Declaration**

**I Hereby Declare That the Above-mentioned Information Is Correct Up to My Knowledge I Bear the Responsibility for The Correctness of Above Mentioned Particulars.**

**MUSTHACK.A**

**Place** **COIMBATORE**

**Date**

