

Muhammed Sahal Navas

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Visit Status: Visit Visa



Seeking career enriching assignments in a reputed organization where I can explore and enhance my technical skills as a key team member and contribute to the financial health and strategy of the company.

PROFESSIONAL SUMMARY

- ☞ Qualified PG Diploma in Logistics And Supply Chain Management & Bachelor of Business Administration with working experience in Logistics & Customer Service.
- ☞ An effective communicator with excellent relationship building & interpersonal skill.
- ☞ Strong Analytical, Problem Solving & Organizational abilities with a detail oriented attitude.

WORK EXPERIENCE

Event Coordinator - Khalid Caterers and Event Management (Kerala, India)

- Understand client needs and preferences to design and plan events that meet their expectations.
- Coordinate logistics for events, including venue arrangements, equipment, and staffing.
- Oversee day-of activities to ensure smooth execution and address any issues that arise.
- Assign duties and responsibilities to workers to ensure efficient task execution.
- Supervise and guide team members during event preparation and execution.
- Purchase materials and supplies required for specific events.
- Work closely with suppliers and shopkeepers to source quality goods and services.
- Stay updated on new trends and market demands to purchase goods that align with current customer preferences.
- Ensure all purchases and expenses are within the approved budget.
- Plan and coordinate transportation for materials, staff, and other event-related needs to ensure timely delivery.

Delivery Executive - Big Basket TATA Enterprise & Centreal Bazaar hypermart (Kerala, India)

- Plan and coordinate delivery schedules and routes to ensure timely and efficient deliveries.
- Communicate with customers to confirm delivery details and address any issues or inquiries.
- Safely load, unload, and transport items to their destinations.
- Verify invoices and order details before dispatching goods.
- Interact with customers in a professional and courteous manner to ensure a positive experience.
- Resolve delivery issues or concerns promptly and effectively.
- Maintain accurate records of deliveries, including delivery times, locations, and any discrepancies.
- Ensure customer satisfaction by delivering products in excellent condition and on time.
- Support the hypermarket's logistics operations by adhering to schedules and maintaining delivery standards.

Sales Executive - Camber Shoes Store (Kerala, India)

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each customer.
- Effectively communicating with customers in a professional and friendly manner.
- Help customers find the right shoes based on their needs
- Process transactions accurately and efficiently.
- Restock shelves and manage inventory.
- Stay updated on the latest shoe trends and product knowledge.
- Assist with visual merchandising and store displays
- Handle returns and exchanges according to store policy.
- Assist in opening and closing the store.
- Ensuring that staff uniforms and personal appearance are always clean and professional.

TECHNICAL EXPERTISE

- ☞ Software Packages: **MSOffice, AI Integrated Microsoft Excel Advanced Level**
- ☞ Operating Systems: **Microsoft Windows 7,10/XP**

EDUCATION

- ☞ **PG Diploma in Logistics and Supply Chain Management – (2022 - 2023)**
IMS Business School Cochin, Kerala
- ☞ **Bachelor of Business Administration – (2019 - 2022)**
MES Golden Jubilee College, Kottayam, Kerala
- ☞ **Higher Secondary Science Group – (2017 - 2019)**
SKM Higher Secondary School, Kottayam, Kerala
- ☞ **Secondary – (2017)**
SKM public School, Kottayam, Kerala

PERSONAL RECORDS

- ☞ Date of Birth :12th December 2000
- ☞ Languages :English, Malayalam, Hindi, Tamil
- ☞ Nationality :Indian
- ☞ Marital Status :Single
