

# ANAS MK

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Dubai



## SUMMARY

Recent graduate with a Bachelor's in Commerce and a distinguished academic background. Driven professional with over Two and half years of experience in inventory management and business operations, recognized for a strong ability to streamline processes and boost efficiency. Passionate about leveraging analytical skills to enhance supply chain effectiveness and contribute to team success. Eager to embrace new challenges in Logistics and Supply Chain Management, committed to delivering impactful results and fostering a collaborative work environment. Oman Driving License holder that can be changed to UAE License upon getting an opportunity there.

## Experience

### Business Coordinator (Barka, Oman)

Al Dhafra basis for trade LLC

January 2023 - October 2024

Barka

With one year and ten months of experience as a Business Manager at Al Fawan Organization, I have effectively overseen operations for H2O Supermarket, along with various restaurants, coffee shops, and a vehicle wash station.

- Overseeing daily operations to maintain an efficient system, while generating reports, summaries, and presentations for management.
- Analyzing financial data and managing budgeting, ensuring compliance with accounting regulations and implementing cost-saving initiatives.
- Supporting store operations, which includes handling opening and closing procedures
- Identifying customer needs and suggesting suitable products or services.
- Ensuring that all necessary products and materials are ready for daily activities.
- Assisting in the preparation of weekly and monthly inventory reports for management's review.
- Monitoring all organizational activities to guarantee that quality assurance standards are consistently upheld.
- Utilizing data-driven insights to enhance inventory management, minimizing waste and boosting profitability.
- Promoting a collaborative environment that fosters open communication and teamwork across all departments.
- Maintaining a tidy and orderly work environment.

### Inventory Control (Ernakulam, India)

Pizza Hut, Sapphire Foods India Ltd

March 2022 - November 2022

LULU Shopping Mall, Kochi

Eight month experience as an Inventory controller for Pizza Hut at Kochi Lulu Shopping mall

- Accept the goods upon arrival at the store, inspecting for any damages or discrepancies.
- This process includes receiving, storing, and issuing products while maintaining precise records.
- Oversee the inventory of goods and supplies in the store and manage orders to enhance sales.
- Ensure all essential products and materials are available for daily operations.
- Assist in preparing weekly and monthly inventory reports for management's review.
- Organize manpower for loading and unloading tasks.
- Uphold a clean and organized work environment.

## EDUCATION &

## CERTIFICATION

### International Diploma in Logistics and Supply Chain Excellence

2022

Chartered Institute of Logistics Transport (CILT)

### Bachelor of commerce

2018 - 2021

University of Madras

### MS OFFICE

2022

IMS Group of Institute

### SAP

2022

IMS Group of Institute

## SKILLS

- Supply Chain Management
- Inventory Management
- Warehouse Management
- Purchase Management
- Office Administration
- Risk Assessment
- Critical Evaluation
- Strong Analytical
- Negotiation Skills
- E-Commerce

## LANGUAGES

|           |  |
|-----------|--|
| English   | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Malayalam | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Hindi     | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Arabic    | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Urdu      | <div><div></div><div></div><div></div><div></div><div></div></div> |

## Software Proficiency

- DEEM Business Solutions
- Tradeasy Easiness in Business
- Oversee POS
- Elixir POS