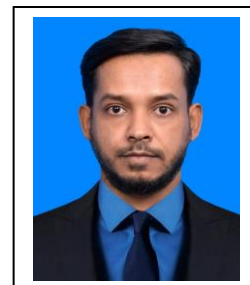


DOHA QATAR AL  
THUMAMA  
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## Mohammed Ifas



### OBJECTIVE

To secure a possible position in your company that will be suited with my qualifications and to apply the best of my capabilities and qualities in your prestigious company towards self-development and in accordance with the company's mission and vision. To be one of your key personnel that will push the company towards success.

### WORK EXPERIENCE



**Qatar**

**November 2022 to till 2024**

**Designation: Store second in command**

#### Job Description

- ✓ Store Organizational skills, effective communication, decisiveness and the ability to motivate others.
- ✓ Forecast supply and demand to prevent overstocking and running out-of-stock.
- ✓ Place orders to replenish merchandise as needed and coordinate regular inventory audits.
- ✓ Keep updated inventory records (including new shipments)
- ✓ with warehouse staff and other internal teams to test products' quality and Managing work flow and training new Hires.
- ✓ Evaluating performance and providing feedback and Reporting to HR and management.
- ✓ Creating and managing team schedules and helping to resolve employee issues and disputes.
- ✓ Maintain outstanding store condition and additional store manager duties as needed.



**Sri Lanka**

**October 2021 to June 2022**

**Designation: Hub Assistance**

#### Job Description

- ✓ Satisfying the customers at the store by answering their queries and complaints as per Daraz SOPs. Handling irate customers by using soft skills.
- ✓ Writing emails, generating complaints as and when required.
- ✓ Attending product trainings and Rider's customer care programs.
- ✓ Receiving the customer order and assign the packages to Delivery Riders and follow up them and give the Rider to back up support.
- ✓ Manage the after sales flow for walk in customers.
- ✓ In charge of checking inventory and do the monthly and weekly sales report.



**Qatar**

**May 2015 to June 2020**

**Designation: Stock Controller**

#### Job Description

- ✓ Maintain inventories at optimum levels to prevent under-or-over stocks and material to provide accurate, current inventory data for purchasing decision.
- ✓ Liaise with relevant business units & departments to ensure that stock items and stock levels are appropriate to their requirements.

- ✓ Review purchase requisitions to monitor purchase orders against stored materials and receiving reports applicable to items/inventory maintained.
- ✓ Liaise with store in charge to perform Scan and physical count activities.
- ✓ Keep detailed and accurate records of any changes in inventory.
- ✓ Place orders for all required materials.
- ✓ Inspect Inventory and products.
- ✓ Coordinate the periodical physical inventories and verify clerical computations against physical count of stock.
- ✓ Post inventory received dates in an automated system.
- ✓ Ensure Perform other duties related to the job as assigned by the Direct Manager.
- ✓ Working knowledge of inventory management software SAP and ERP system
- ✓ Active participation in inventory audits.
- ✓ Proven work experience as a Stock Controller and Good understanding of supply chain procedures.



Dubai

March 2005 to June 2014

**Designation: Receiving Checker & Team leader**

## EDUCATION

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**Hameediya Maha Vidiyalaya**  
*Secondary Education*

2000 - 2002

**Driving License**

**Issue in Qatar 2017 (Light vehicle)**

## Academic Background

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- ✓ Diploma in English. 2003
- ✓ Certificate in Computer studies. 2004
- ✓ Certificate in Food Hygiene Basics. (Approved by Dubai Municipality.) 2009
- ✓ Certificate in Retail Operation People Development & Training. 2011
- ✓ Certificate in Time Management 2017

## SKILLS/ABILITIES

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- ✓ Adaptable and quick to learn new working practices.
- ✓ Able to work under pressure while maintaining high standard of services.
- ✓ Customer service and guest approaching training.
- ✓ Food and Hygiene training.
- ✓ Conflict Management training in the workplace.

## Information Technology Skills

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- ✓ Using office packages.
- ✓ Excellent in Microsoft Excel, Word, Power point and Outlook.

I confirm that. I hereby testify and affirm that all with instruction details herein given by I the undersigned me is true and accurate to the best of my knowledge.

**Mohammed Ifas**