

CURRICULUM VITAE

FAMIL K C

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CARRIER OBJECTIVE

To work in a growth oriented and challenging environment, deliver the best of my abilities, expertise and skills to enhance the growth of the organization and secure my place as an achiever.

EDUCATIONAL QUALIFICATION

- ❖ **Diploma- Logistics Management**
Camford Institute of Management. (2014)
- ❖ **Bachelor Business Administration (BBA)**
Malabar College of Arts & Science (2011 - 2014)
- ❖ **Higher Secondary Education (H.S.E)**
Ilahiya H.S.S Kappad Calicut, Kerala (2009-2011)
- ❖ **Secondary School Leaving Certificate (S.S.L.C)**
ICS School, Calicut, Kerala (2009)

INTERPERSONAL QUALIFICATION

- Strong communication skills and great teamwork experience.
- A practical personality with an analytical mind and ability to work under pressure and produce results.
- Adaptability towards any new environment and always willing to learn new.
- Determination and hardworking.
- Equally confident working independently or under supervision.

SOFTWARE SKILLS

- Social Media Marketing
- MS Office, MS word, MS Power Point, MS Excel
- Tally ERP 9
- Web skills- ODO

WORK EXPERIENCE

- **Designation** : Store Supervisor
 - **Organization** : Simply Chick Boutique
 - **Address** : Seef, Bahrain
 - **Duration** : 10.10.2019 to Till Date
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- Overseeing salespeople, cashiers, shelf stockers, and other employees.
 - Keeping records of expenditure, sales figures, and employee performance.
 - Evaluating the supply and availability of stocks, and profit-margins.
 - Implementing measures to avoid stock damages, theft, and wastage.
 - Monitoring shelf stocks and product displays, and the general appearance of the store.

REFERENCE

Name : Mrs.Khulood Ebrahim
Position : HR Manager
Contact No : +973 39902099

- **Designation** : Logistic Warehouse Assistant
 - **Organization** : Global Logistic
 - **Address** : Dubai
 - **Duration** : One Year
- Strategically plan and manage logistics,
 - warehouse, transportation and customer services
 - optimize and coordinate full order cycle Liaise and negotiate with suppliers,
 - manufacturers, retailers and consumers
 - Resolve any arising problems or complaints, Supervise
 - coach and train warehouse workforce

REFERENCE

Name : Mr. Rizal Dhar
Position : Supervisor
Contact number : +971 527171335

- **Designation** : Office Administration
 - **Organization** : Al-Noor Distributers
 - **Address** : Kerala, India
 - **Duration** : Six months
- Communicates with relevant agencies to produce travel itineraries for business directors
 - employee events, Arranges meetings by scheduling appropriate meeting times
 - booking rooms, and planning refreshments,
 - Manages correspondence by answering emails and sorting mail
 - Handles expenses and billing cycles
 - Manages reception area and looks after visitors

PERSONAL INFORMATION

CPR No : 930748301
Passport No : M8442806
Nationality : India
Religion : Islam
Marital Status : Single
Place of Birth : India
Date of Birth : 13/07/1993
Language Known : English, Hindi, Arabic (Basic), Malayalam and Tamil

DECLARATION

I hereby state that above information furnished by mean is true to the best of my knowledge and belief.

Place: Manama

FAMIL KC