

# Resume

**MD.ABDUL KARIM**

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## **OBJECTIVE:**

To be part of a professionally managed company with scope for challenging career which will utilize my qualification to hold responsibilities and to accept challenging jobs to invent creative and skillful thoughts for the firms progression.

## **ACADEMIC QUALIFICATIONS:**

- ⑩ **MBA Finance & marketing** in **SRK P.G.College**, Nandyal.
- ⑩ **B.Com (comp)** in **Dr.Jyotirmai Degree College**, Adoni.

## **ACHIEVEMENTS:**

I have continuously achieved my target given by our State Commercial manager to which I have been rewarded for incentives and also got best of the Rest Award for maintaining the consistency in Commercial activities

## **COMPUTER PROFICIENCY:**

- Accounting Packages : Tally 7.2
- Office Suit : MS-Office.

## **EXPERIENCE:**

- Working as a **Commercial Incharge** in **APOLLO TYRES Ltd**, from **June 2010** To till **20.05.2023**

### • **Job Responsibilities :**

#### **Store & Office Operations:**

- Taking care of Individual Branch and all commercial activities with 6nos team . Dealer management, claim management , vendor management ,like Dealer & vendor creation,Business partners outstanding clearances, Billing, Dispatches, payments of vendors, claims, office records maintenance like trade licences , Labour licence and some activities are glanced below.
- Handling Store Stocks Control.
- Ordering goods to the Warehouse.
- Merchandising Activity.
- Cost Control of Store Expenses.
- Manage total Store level operations, including Accounting, evaluation and workschedules.

Coordinate inventory control, receiving; merchandising (Plano grams) and storemaintenance.

- Direct loss prevention initiatives, reducing shrinkage.
- Establish sales goals, manage budgets and devise sales forecasts.
- Ensure workflow efficiencies, customer service excellence, and quality assurance.
- Work with Sales manager to ensure merchandise changes aligned with sales patterns.

#### Inventory Control:

- MRN's (Material receipt note)
- Statutory Records.
- Placing Stocks Orders According to supplier ordering Schedule.

Maintaining sales & purchases of categories.

- Worked as **Operation Consultant** with **ICICI Lombard**, Hyderabad from **June 2008** to **May 2010**

- Self motivated and adaptability nature.
- Willing to work as a team builder or as an individual.
- Work well under pressure, patience and flexible.
- Quickly adapting to new environment.

#### HOBBIES:

Playing and watching Cricket, playing Shuttle and Volley ball, listening music, chitchat with friends, and reading books.

#### PERSONAL PROFILE:

<b>Father's Name</b>	: K.T.ABDUL RAHIM
<b>Date of Birth</b>	: 10 – 06 – 1984
<b>Nationality</b>	: Indian
<b>Religion</b>	: Muslim
<b>Gender</b>	: Male
<b>Marital Status</b>	: Married
<b>Languages Known</b>	: English, Hindi, Telugu. Kannada(learner)

**(MD.ABDUL KARIM)**