

Mohammed Al Yazouri

CURRICULUM VITAE

Professional Profile

ADMIN | SALES & MANAGMENT PROFESSIONAL

Experience

2014–2022

Receivables Manager • Al Faraa Group

2008–2014

Area Manager • BMA International Group, RedTag

2002–2008

Sales Manager • Admin Manager • Al Futtaim (Marks & Spencer)

Education

High Diploma in Business Information systems

International College of Law & Business Administration recognized by
Atlantic International University, Florida, USA, Ajman Chamber.

Leadership

- ✦ Team leader with a strong sense of conviction and determination.
- ✦ Articulate and eloquent in English, Arabic
- ✦ Can blend comfortably with a multi-cultural environment.
- ✦ Self-motivated, reliable and hardworking individual. Not hesitant to put in extra hours. And flexible with the working hours.



Contact



UAE (can work in any city)



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Personal Details

Date of Birth: 26/ 06 /1980

Nationality: Jordanian

Holder of Valid Driving License

WORK EXPERIENCE

Al Faraa Group

Currently 2018

Receivables Manager

- Responsible for the daily operation of the raw of the department
Managing location of staff, Reviewing staff & employee's development & training
- Monitor, Maintain & continuously improve processes systematically.
- Evaluate current procedures, identify & resolve operation problems to Get optimum output from available sources.
- Follow payments to local & HO accounts.
- Ensure all accounts & audit queries are cleared for any raw.
Necessary documents.
- Ensure all staff collection from customers on time to meet the company Target.
- Monitor cash inflow with staff on daily basis.
- Follow up with company lawyers for the pending court cases & follow up Them always.
- Prepare collection forecast for customers for each assigned customer.
- Ensure payment forecast & before due date.
- Follow up & keep reminding staff to keep communicating with customers To ensure submission on time.
- Prepare all necessary reports to submit it for higher management.
- Ensure Adherence to company Policy and Guidelines from the department.
- Ensure always to keep in priority for the team work, Effective Communication and Coordination, Efficient follow-up assigned tasks, Efficient File Management, Document Control and Record Keeping, Efficient Message Handling and Transmission.

BMA International / (Red Tag)

2008 to 2012

Area Manager

- Formulate fruitful business development strategies to ensure long-term success
- Set standards and objectives for different stores and departments
- Optimize and oversee operations to ensure efficiency
- Lead a team of store managers towards effective collaboration and attainment of goals

Computer literacy

Proficient in

Spreadsheets and word processing packages.

Successfully completed a diploma in covering such computer applications

- Undertake sound financial management to ensure stores are profitable and stay within budget
- Ensure compliance with company's policies and operational guidelines
- Deal with problems by providing creative and practical solutions
- Evaluate performance using key metrics and address issues to improve it
- Report to senior executives on progress and issues
- Assist upper management in decisions for expansion or acquisition
- Recruit, hire and train new managers in their direct area
- Offer consultation and recommendations to store managers on overcoming operations challenges
- Monitor sales and work toward meeting quarterly objectives
- Minimize cost and labor by reviewing schedules and inventory use
- Visit stores to evaluate operations, cleanliness and efficiency of each area
- Looks after all operations in the group
- Opened personally more than 8 stores all over UAE & a Warehouse in Free Zone, Dubai
- Create a full plan & study for new opening stores
- Control all business requirements
- Take a part of Audit the stores monthly
- Looks after opening new locations & study
- Take over all to manage admin & HR & marketing with regional office
- Coordinate with all mall managements for any events to improve the sales

Al Futtaim Group – Marks & Spencer 2002 to 2008

Admin Manager

Reconciliation and Checking of Admin reports.

- Check all admin and cash office generated reports to ensure the Adjustments etc. have been made accurately to comply with company Policies and procedures and audit requirements.

Managing the cash office and admin team.

- Co-ordinate the admin and cash office team to ensure that the all work Is completed correctly and on time to comply with company policies And procedures and audit requirements.

Cost Control.

- Review and control costs in order to meet store budgets and maintain profitability.

Policies and Procedures.

Aptitudes & Strengths

Team leader with a strong sense of conviction and determination.

Articulate and eloquent in English, Arabic

Can blend comfortably with a multi-cultural environment.

Self-motivated, reliable and hardworking individual.

Not hesitant to put in extra hours. And flexible with the working hours.

- Review in conjunction with the ADM company policies and procedures Relating to admin and cash office to ensure they are user friendly.

Key Performance Indicator (KPI) – Reporting & Analysis

- Work with Admin staff to prepare, review & submit the monthly KPI Report **Training**
- Provide PROCEDURES training and orientation to the newly recruited staff So that the in store standards are maintained at high standards
- General Administration Supervise the general administrative duties of The Admin Dept. to ensure smooth functioning of the store

Al Futtaim Group – Marks & Spencer

Sales Manager

- Setting first class standards and driving continuous improvement are Crucial attributes to exploit every commercial opportunity and drive Sales. With a passion for delivering excellent standards at all times Combined with continuously driving growth & profitability of the store Or Foods section through successful implementation of the M&S retail plan.
- To drive a selling culture within your team.
- To lead your team to deliver excellent customer service and hit store targets.
- Deliver an inspirational, improved, and consistent visual customer journey in store which inspires our customers to shop and buy more often.
- To utilize and exploit data & Management Information to support with operational decisions.
- To implement a continuous improvement mentality.
- Build relationships with key partners across your Region and beyond to maximize all growth opportunities, execute fantastic events and drive conversion.
- To continuously seeking opportunities to develop future talent through performance tools and development programmers.