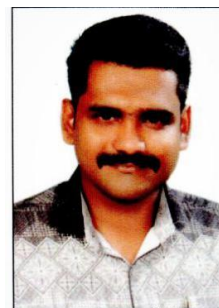


# Curriculum Vitae

**Thanzeer.f**

**Mobile. +971504024678**

**Email: thanzeer2@gmail.com**



---

## Career Objective

To carve out a special place in the field Administration management, Operations management, Purchasing & Materials Management, that helps me to attain greater of my career.

## Personal Details

**Current Address** : Buteenah, Sharjah, Saudi Building  
**Visa Status** : Vist Visa  
**Father's name** : Fasaludheen.s  
**Religion & caste** : Islam, Muslim  
**Date of Birth** : 03/01/1988  
**Nationality** : INDIAN  
**Marital status** : Married  
**Linguistic Fluency** : English, Malayalam, Hindi,

## Academic Qualification

B.COM, from shobhit university march 2014 (Distance's education)

MBA, from national institute of business management June 2016, specialization in Operations management, purchasing & materials management (Distance's education)

## Other Skills & Certificates

- Team Work, Problem Solving, Initiative & Enterprise, Planning & Organizing, Self-Management, Learning Skills & Technology
- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
- Tally from Tally Certified Professional, ICB London
- 'O' Level from Doeacc Society Govt: of India

## Employment Profiles:

**Position** : Office administrator  
**Organization** : Ziyarathummoodu mosque Kollam. Two years (10.03.2009 to 16.05.2011)

**Position** : Sales manager cum administrator @ FMCG Division  
**Organization** : Legend marketing innovations Kollam, 4 years (15.06.2011 to 20.07.2015)

Position : senior purchase manager cum operations head of hypermarket Division  
Organization : I MALL (IBAJ GROUP OF COMPANIES) 3 years (16.11.2015 to 31.01.2019)

Position : Branch Buyer  
Organization : Mars International LLC Oman, 3 months (20.05.2019 to 20.08.2019)

Position : Operation manager  
Organization : Danat Group LLC @ KERALA BRANCH (03.01.2020 to 30.04.2021)

**Job Description:**

**Ziyarathummoodu mosque**

- Can work well individually or as part of a team.
- Experienced in handling cash and taking payments from members of the public.
- Making sure the office meeting the strictest health and safety requirements.
- Typing and preparing reports.
- Never being put off by interruptions.
- Having a mature outlook and a keen sense of responsibility.
- Strong commitment to equal opportunities.
- Able to manage her own workload.

**Legend marketing innovations**

- Managing and training a hardworking, results-oriented sales force. Helping with several management functions to support sales functions.
- Represented the firm at sales shows and exhibitions.
- Communicated with clients and merchants to improve and develop business relationships cordially, in addition to maintaining constant follow-up on their feedback.
- Reviewed entire inventory lists on a daily basis to keep track of inventory flow.
- Identified resource requirements and assigned responsibilities to different sales staff through proper coordination.
- Helped in resolving critical issues related to sales, and escalated important matters to upper management.
- Prepared client surveys for sales projects – Evaluated several areas of improvements in current sales techniques.

**I MALL**

Handled three major outlets of I mall hypermarket, Restaurant, Central Warehouse.  
And purchasing of grocery items, Frozen foods, f&b, house hold items home appliances, Furniture, personal care, gift & toys, stationery's toilers, etc

- Manage and lead a team
- facilitate the entire buying process
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.

- setting up new systems for inventory planning and store promotion activities
  - sales forecasting, stock planning & budgeting
  - Initiate new process to improve customer satisfaction
  - planning sales promotional activities for awareness, faster off-takes for building brand image for new & existing product
  - Formulating & implementing sales promotion plans and new store concepts to generate increased sales for achievement of revenue targets.
- 
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
  - Liaison with finance department for timely payment of bills.
  - Developing reports on procurement and usage of material for top management.
  - Effective management of vendor database.
  - ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
  - Development of new vendors.
  - Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
  - Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
  - Timely clearance of payments & handling vendor inquiries.
  - Running programmes to evaluate vendors based on the feedback from internal stakeholders.
  - Developing reports on various programmes run for vendor development for top management...
  - Maintaining the stock of material without any variance by conducting stock verification and documentation.
  - Implementing Standard Operating Procedures within the warehouse.
  - Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores
  - Maintain receipts, records, and withdrawals of the stockroom
  - Receive, unload, and shelf supplies
  - Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
  - Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
  - Rotate stock and coordinate the disposal of surpluses
  - Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
  - Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

#### Mars Hypermarket

- Liaising with existing suppliers and negotiating contracts
- Sourcing and building relations with new suppliers
- Monitoring market changes, competitor prices and products
- Analyzing past sales patterns to anticipate trends in consumer buying pattern

- Recommending clearance sales and varying delivery schedules to help control stock levels
- Presenting new ranges to retail managers
- Assisting visual merchandisers in planning store layouts to promote key lines
- Working with the advertising department in order to present sales promotions.

#### DANAT GROUP

- Develop strategic targeted; measurable; plans to meet company profitability targets; closely with vp of operations to engage in new business opportunities
- Effectively lead an operational vision; direction; goals; plans; targets result to all employees
- Responsible for developing strong teams; communicating the company vision mission of the organization
- Responsible to harness opportunities to control assets; reducing cost; enhancing profitability; to manage the business in a practical way
- Promote positive employee/employer relationships
- Ensure company policies procedures are adhered
- Produce high quality products in sufficient quantity to meet or surpass customer requirements expectations
- Manage direct and indirect labour cost; meeting expected budget working closely with finance to monitor costing
- Promote a team environment; draw on management's strengths

#### Certification

I, the undersigned certify that to the best of my knowledge and belief. The Resume correctly describes my qualification and my self

#### Reference:

If any queries you can contact our HR Head I mall Mr. Jayadev S Nair, Mobile No.8301818751, Mr. sooraj rajan Executive Director PA, Mars Hypermarket Oman +968,91710325, +91 9739483358, Danat group suriya HR Manager 8086604636

Date: 27/12/2021

THANZEER.F

Place: Sharjah





Ministry of Health & Family Welfare  
Government of India

## Covid-19 Vaccination Certificate

Issued in India by Ministry of Health & Family Welfare, Govt of India

Certificate ID 40139470247

### Beneficiary Details

Beneficiary Name	Thanzeer
Date of Birth (YYYY-MM-DD)	1988-01-03
Gender	Male
Passport Number	L5210932
Vaccination Status (# of doses)	Fully Vaccinated (2 Doses)
Beneficiary Reference ID	27144276881980

### Vaccination Details

Vaccine Name	COVISHIELD	
Vaccine Type	COVID-19 vaccine, non-replicating viral vector	
Manufacturer	Serum Institute of India Pvt. Ltd.	
Dose #	1st	2nd
Date of Dose (YYYY-MM-DD)	2021-07-15	2021-10-07
Dose Batch #	4121Z126	4121MF003



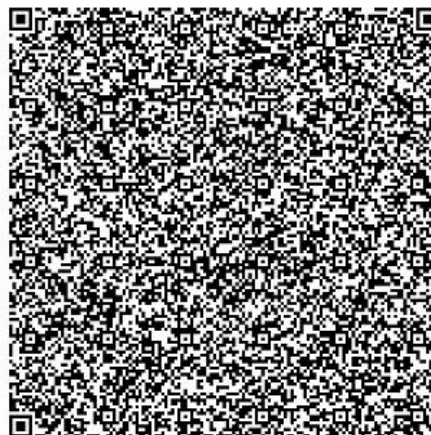
"Together, India will defeat  
COVID-19"

- Prime Minister Narendra Modi

In case of any adverse events, kindly contact the nearest health centre

This certificate is compliant with WHO-DDCC:VS data dictionary

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>





National Institute of Business Management

*A Unit of Kingster Education*  
an ISO 9001-2015 Certified Institution

# Certificate

The Examination body of  
National Institute of Business Management certifies that

**THANZEER.F**

Reg.No. 111969

having successfully completed the prescribed study and training  
is hereby awarded **Two Year**

**Master of Business Administration (MBA)**


with **A+ Grade** in the examination held in **May 2016**

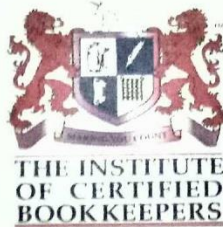
Specialization in  
**Operations Management**  
**Purchasing & Materials Management**

on 13<sup>th</sup> day of the month June  
in the year 2016

*Sealed with the Common Seal of the Institute*



  
Director



This is to certify that  
**Thanzeer F**

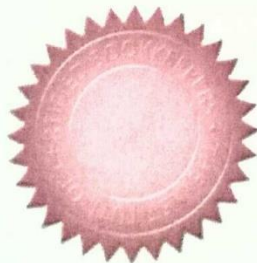
has been conferred with the official recognition as a

**Tally Certified Professional**  
(Tally Financial Accounting Certification)

Vide Certificate No. 6100020657

Certificate Date. 21-03-2009

**Gains the equivalence to the Level 4 of ICB Qualifications**



  
Chief Executive - ICB

1 Northumberland Avenue, Trafalgar Square, London, WC2N 5BW,  
Telephone: 0845 060 2345.  
Website: [www.icb.org.in](http://www.icb.org.in)

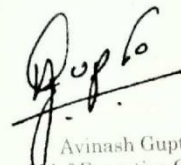


TALLY  
Certified  
Professional

This certifies that  
Mr./Ms. **Thanzeer F**

has successfully passed the  
**Tally Financial Accounting Certification**  
with Grade **A+** and is recognised as a  
**Tally Certified Professional.**

Registration ID: 200166957  
Certification ID: 6100020657  
Certified On: 21-03-2009

  
Avinash Gupta  
Chief Executive Officer  
Education and Training

**Tally**

POWER OF SIMPLICITY



# IBAJ TRADING ESTABLISHMENT

Anchalummood, Perinad P.O., Kollam-691601

## To Whomsoever It May Concern

This is to certify that Mr. Thanzeer.F worked with us Senior Purchase Manager cum Operations Head of Hypermarket (I Mall) in our company from 16.11.2015 to 31.01.2019 with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

### Major responsibilities:

- Handled three major outlets of I Mall Hypermarket
- Manage and lead a team
- Facilitate the entire buying process
- setting up new systems for inventory planning and store promotion activities
- Sales forecasting, stock planning and budgeting.
- Maintaining product hygiene at all levels by replacing defective stocks
- Initiate new processes to improve customer satisfaction
- Planning sales promotional activities for awareness, faster off-takes for building brand image for new and existing products.
- Formulating & implementing sales promotion plans and new store concepts to generate increased sales for achievement of revenue targets.
- Conducting detailed market study to analyze the latest market trends and tracking competitor activities and providing valuable inputs for fine tuning the selling and the marketing strategies
- Managing Customer Relationship operations including shop-floor interaction with customers for effective resolution of customer grievances and obtain feedback

We wish him every success in life.

Name- **Jayadev S Nair**

Designation- **Senior HR Manager**

Company Name- **M/s. IBAJ Group of Companies**



IBAJ Group of Concerns, Anchalumood, Perinad P.O., Kollam - 691601

Tel: Off: 0474-2553306, 0474-2550026 Email: [info@ibajintl.com](mailto:info@ibajintl.com), [adm@ibajintl.in](mailto:adm@ibajintl.in)



MARKETING INNOVATIONS

Phone: 9995628180

C.T. JUNCTION, MANGAD P.O., KOLLAM-15  
Email: legendsanros@gmail.com

No. L/50

Date: 23.07.2015

**EXPERIENCE CERTIFICATE**

This letter certifies that Mr. Thanzeer.f was a part of the sales team at Legend marketing innovations and was appointed at the post of sales manager cum administrator .Thanzeer served the company from 15.06.2011 to 20.07.2015.

Thanzeer carried out all his responsibilities with care and dexterity and made sure that all the assignments were complete within the deadline. During the tenure all the services of Thanzeer was found to be satisfactory. We found him a good team leader besides being a hard worker

We wish that Thanzeer succeeds in all his upcoming endeavors.

YOURS FAITHFULLY

LEGEND MARKETING INNOVATIONS  
CT JUNCTION  
MANGAD P.O, KOLLAM.

For Legend Marketing Innovations  
  
Managing Partner





## DANAT GROUP

OPP.RELIANCE PETROL PUMB  
CHANDHANATHOPE  
KOLLAM-691014  
PHONE NO. 04742968688  
BRANCHS:UAE,OMAN  
www.danatgroupdxb.com

Dated: 01.05.2021

### To Whom It May Concern

This letter is to certify that MR. Thanzeer.f worked with DANAT GROUP as Operations Manager at our Kerala cooperate office Kollam. From 03.01.2020 to 30.04.2021 with our entire satisfaction. During this tenure, we found him to be sincere, dedicated and honest towards his job duties. His services have played an important role in improving the efficiency of operations and management of the company. We have relieved Mr. Thanzeer.f from all his duties

#### **Work Responsibilities**

- Planning as well as controlling different business operations
- Researching about new technologies and new methods to improve efficiency of operations
- Managing cost and reviewing budget
- Supervising inventory, facility layout, and even distribution of goods
- Taking care of quality assurance measures and programs
- Improving policies and processes to support organizational objectives
- Planning proper use of available human resources
- Coordinating the activities of different departments such as pricing, warehousing, production, marketing, etc
- Improving support services like accounts, fiancé, HR, and IT, etc
- Promote positive employee/employer relationships
- Produce high quality products in sufficient quantity to meet or surpass customer requirements expectations



We wish him all the best in his future

Name: Suriya .AS

Designation: HR Manager

Mobile: +91 6238 231 553

DANAT GROUP