

# Huzaifa Mohammad Swaleh

17/01/1992

## PERSONAL INFORMATION



Al Beirarat – Ras Al Khaimah – U.A.E

050 – 43 043 74

[huzaifaswaleh@gmail.com](mailto:huzaifaswaleh@gmail.com)

Valid UAE light vehicle license

Nationality – Indian

## OBJECTIVE

To continually challenge myself to attain personal development goals and achieve organizational objectives

## EDUCATION

### University of Calicut - India

Successfully completed in July 2014

Bachelor of Business Administration

### Indian Public High School

Successfully completed in April 2010

Senior Secondary High School – CBSE

Grade 12

## EXPERIENCE

### Assistant Purchase Manager | RAK Cooperative Society

March 2018 - Present

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Prepare cost analyses
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition

### **Assistant Branch Manager | RAK Cooperative Society**

March 2014 – March 2018

- Direct all operational aspects including distribution operations, customer service, human resources, administration and sales
- Assess local market conditions and identify current and prospective sales opportunities
- Manage budget and allocate funds appropriately
- Bring out the best of branch's personnel by providing training, coaching, development and motivation
- Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities
- Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs
- Address customer and employee satisfaction issues promptly
- Adhere to high ethical standards, and comply with all regulations/applicable laws
- Network to improve the presence and reputation of the branch and company
- Stay abreast of competing markets and provide reports on market movement and penetration

### **Branch Supervisor | RAK Cooperative Society**

March 2011 – March 2014

- Make sure pricing is correct
- Work on store displays
- Recruit, Coach, counsel, discipline and train employees
- Evaluate self-on-the-job performance, as well as other staff
- Identify market trends that appeal to customers
- Ensure products are clean and ready to be displayed
- Approve contracts with store vendors
- Maintain inventory and ensure items are in stock
- Ensure promotions are accurate and in tune with company's standards
- Utilize computers to record sales figures, for data analysis and forward planning
- Make sure that health and safety measures are met
- Monitor local competitors
- Ensure that hours of operation are in compliance with local laws
- Maintain health and safety measures and store's cleanliness
- Organize and distribute staff schedules
- Preside over staff meetings
- Help, drive, motivate, and encourage retail sales staff to achieve sales targets
- Handle customer complaints, issues and questions.

## SKILLS & ABILITIES

### Personal skills

- Quick learner and attentive
- Time management
- Excellent communicative skill & presentation ability
- Enthusiastic and dedicated to the task at hand
- Adaptive in a multi-cultural environment
- Hard working, punctual and focused
- Flexible to surrounding

### Technical skills

- *Can operate fluently Windows operating system*
- *Extensive knowledge in MS Office*
- *Can operate retail database management*
- *Excellent analytical skills in problem solving*

## COMMUNICATION

### Languages known

- English
- Hindi
- Arabic

## REFERENCES

Mr. Savad Sainulabdeen – General Manager – RAK Cooperative Society  
050 – 2365 235