

MUHAMMED HAMRAS T M

PROFESSIONAL SUMMARY

Experienced and organized professional with a strong background in inventory management, billing operations, and customer service. Skilled in handling storekeeping duties such as stock control, documentation, and warehouse coordination, along with expertise in accurate billing using POS and RPOS systems. Proficient in using Tally and MS Excel for maintaining records, preparing reports, and supporting financial audits. Known for attention to detail, effective communication, and the ability to maintain operational efficiency while ensuring high levels of customer satisfaction. Seeking to contribute to a dynamic team in a fast-paced work environment.

WORK HISTORY

STORE KEEPER, 2023 – 2025

Good Wood Imports, Kerala, India

- Maintained accurate records of stock movements and resolved inventory discrepancies promptly.
- Received goods, verified quality and quantity, and ensured proper and safe storage.
- Issued materials as per requisitions with complete documentation for accountability.
- Supervised daily warehouse activities including stock rotation and shelf management.
- Used Tally and Excel for inventory tracking, reporting, and audit support.
- Organized and labeled products for easy identification and compliance with safety norms.
- Performed regular stock audits and reconciled physical inventory with system records.
- Coordinated dispatches and deliveries with logistics and supplier teams to avoid delays.

BILLING EXECUTIVE, December 2018 – April 2021

ABC Emporio, India

- Generated accurate customer bills and invoices using POS and RPOS systems, ensuring timely processing of transactions.
- Handled daily cash, card, and digital payments while maintaining error-free billing operations.
- Verified product prices, discounts, and offers before billing, ensuring correct entries and customer satisfaction.
- Maintained detailed transaction records and submitted daily sales reports to the accounts department.

CONTACT

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SKILLS

- Creativity
 - Interpersonal Skills
 - Critical Thinking
 - Problem Solving
 - Teamwork Skills
 - Attention to Detail
 - Decision Making
 - Positive Attitude
 - Multitasking
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EDUCATION

B.COM IN CO-OPERATION

HIGHER SECONDARY

National Institute of Open Schooling (NIOS)

CLASS X

Central Board of Secondary Education

COMPUTER SKILLS

- MS Office Suite
 - RPOS
 - POS
 - Tally
 - Internet & E- Mail
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PERSONAL DETAILS

Gender : Male

Date of Birth : 23/05/1996

Marital Status : Single

- Assisted customers with billing-related queries and resolved issues promptly in a professional manner.
- Coordinated with the sales and inventory teams to ensure product availability and smooth billing flow.
- Performed end-of-day cash reconciliation and ensured all records matched with system data.
- Maintained the cleanliness and functionality of the billing desk and equipment.

AREAS OF EXPERTISE

- Inventory Management
- Stock Handling & Control
- Billing Operations (POS/RPOS)
- Cash & Digital Transactions
- Tally & MS Excel
- Purchase Order Verification
- Warehouse Coordination
- Record Keeping & Reporting
- Customer Service & Support
- Stock Auditing & Reconciliation
- Dispatch & Logistics Coordination
- Product Labeling & Storage
- End-of-Day Cash Reconciliation

PERSONAL STRENGTH

- **COMMUNICATION:** Strong interpersonal and verbal skills with active listening and quick issue resolution.
- **ORGANIZATION:** Skilled in multitasking, prioritizing tasks, and supporting team operations to meet deadlines.
- **LEADERSHIP:** Proven ability to lead teams, monitor performance, and enhance workflows.
- **ADAPTABILITY:** Quick learner, effective under pressure, and adept at adjusting to new tools and systems.

CORE COMPETENCIES

- Data Entry & Transaction Accuracy
- Cross-Functional Team Collaboration
- Task Scheduling & Workflow Management
- Basic Accounting & Reporting Support
- Adaptability in Fast-Paced Work Settings
- Professional Conduct & Work Ethics
- Safety Standards & Compliance Awareness
- Barcoding & Product Labeling

LANGUAGES KNOWN

English: Proficient/Fluent (C2)

Hindi: Proficient/Fluent (C2)

Malayalam: Native

Levels: A1/A2: Basic user - B1/B2:

Independent user - C1/C2 Proficient user

REFERENCE

Available upon request