



MOHD SHARUKH SIDDIQUI

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OBJECTIVE

Results-driven assistant manager with 5 years of experience in managing inventory, reducing stock discrepancies, and improving warehouse efficiency. Seeking a challenging role where I can apply my expertise to drive business growth and excellence.

EXPERIENCE

JUN-
2019 -
SEPT-
2022

- **Retail shop**
S.N ATTARWALA (MUMBAI)
 1. Greet customers and provide excellent customer service.
 2. Assist customers in finding items and answering questions.
 3. Stock shelves and organize merchandise.
 4. Process customer payments and handle cash transactions.
 5. Assist with inventory management and restocking.

DEC-
2022 -
MAR-
2025

- **Dispatch department**
SAKINA PERFUMERY (MUMBAI)
 1. Managing records.
 2. Answering calls and taking messages.
 3. Ordering and tracking office inventory.
 3. Sending and receiving mails and couriers.
 4. Compiling receipts, purchase orders and budget information and update price lists.

EDUCATION

JUN-
2021

- **MASTER OF COMMERCE (M.COM)**
UNIVERSITY OF MUMBAI
72.13%

APR-
2019

- **BACHELOR OF COMMERCE (B.COM)**
UNIVERSITY OF MUMBAI
57.30%

FEB-2016

- **H.S.C(12TH)**
MAHARASHTRA SATATE BOARD OF SECONDARY AND HIGHER SECONDARY
EDUCATION, PUNE
55.38%

MAR-
2014

- **S.S.C(10TH)**
MAHARASHTRA SATATE BOARD OF SECONDARY AND HIGHER SECONDARY
EDUCATION, PUNE
60.80%

CERTIFICATE

- **TALLY FINANCIAL ACCOUNTING**
JUNE-2020
Tally software which integrates various functions of a business into a single unified system. A business, irrespective of size, has to deal with various function like purchase management, sales management, material management, payroll etc.
88/100
- **MSCIT**
SEPT-2020

The MS-CIT is an Information Technology (IT) literacy course for students to learn IT Awareness, Literacy, Functionality, and Applicability in real life.

93/100

SKILLS

Inventory control and optimization

100%

Time management and organization

100%

Microsoft Office (Excel, Word, PowerPoint)

80%

Problem-solving and analytical thinking

100%

Data entry and record-keeping

100%

Customer service and relations

80%

Supply chain management and coordination

80%

PERSONAL DETAILS

- Date of Birth : 06/05/1999
- Marital Status : SINGLE
- Nationality : INDIAN
- Religion : ISLAM
- Gender : MALE

LANGUAGES

- ENGLISH
- HINDI
- URDU

INTERESTS

- WATCHING DOCUMENTARY
- FOOTBALL
- CHESS

DECLARATION

- I do hereby declare that the statement made in this document are true to the best of my knowledge and belief.

Place:-

Date:-

(MOHD SHARUKH SIDDIQUI)