



# MOHAMMAD ARIF

STORE SUPERVISOR / SR. SUPERVISOR • 10+ YEARS EXPERIENCE

● Dubai,  
UAE

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## CORE SKILLS

Store Operations Management

Inventory Control & Ordering

Leadership & Team Management

Social Media Marketing

Digital Marketing

Website Management

ERP / ePROMIS / IBM MAXIMO

## COMPUTER SKILLS

MS Word, Excel, PowerPoint

Adobe Photoshop & Internet

ERP • ePROMIS Fashion IBM MAXIMO

Store Entry & Digital Billing

## EDUCATION

**B.Com (Bachelor of Commerce)**

JPU University

**Diploma — Computer Application**

Certified

## LANGUAGES

English

Proficient

Hindi

Native

## PERSONAL INFO

Father: Altaf Hussain

Date of Birth: 02-02-1996

Marital Status: Unmarried

Nationality: Indian

Religion: Islam

Interests: Reading, Newspaper

## PASSPORT DETAILS

No: V3117795

Issued: 21/10/2021

Expiry: 20/10/2031

Place: Patna

## CAREER OBJECTIVE

Results-driven Store Supervisor with 10+ years of experience in UAE & India, seeking a dynamic role to leverage expertise in store operations, inventory management, digital marketing, and web-based ERP tools — driving operational excellence and measurable business growth.

## WORK EXPERIENCE

### Aroma International Building Contracting

Jan 2024 - Present

Store Supervisor

Dubai, UAE

### Al Jumairah Metal Doors

Dec 2022 - Dec 2023

Store Supervisor

Ajman, UAE

### Dilip Contractor

Jun 2019 - Nov 2022

Store Supervisor

Kutch, Gujarat, India

### RALS Contracting L.L.C Dubai

Apr 2013 - May 2019

Store Keeper

Dubai, UAE

## KEY DUTIES & RESPONSIBILITIES

- Supervise daily store operations ensuring a clean, safe, and efficient environment
- Develop and maintain accurate inventory control records and stock management systems
- Communicate with employees and clients; resolve issues and initiate corrective actions
- Monitor competition, visit customers, and maintain detailed activity records
- Attend corporate meetings, training sessions, and mandatory job-related programs
- Implement measures to prevent stock damage, theft, and wastage
- Maintain personnel records, development plans, and safety compliance reports
- Ensure accurate inventory records aligned with established company procedures

## DIGITAL MARKETING & WEB SKILLS

### DIGITAL MARKETING

- Social Media Marketing (Facebook, Instagram, LinkedIn)
- Content creation & brand promotion online
- Email marketing & online advertising
- Customer engagement & lead generation

### WEB & TECHNOLOGY

- Company website management & updates
- ERP & ePROMIS web portals
- Online inventory & procurement tools
- Digital billing & file management systems

## DECLARATION

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge. I bear full responsibility for the correctness of the above particulars.

**Mohammad Arif**