

# IJAZ CHENOTH MADATHIL



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Born on : 15th MAY 1992  
Residence : Sharjah, UAE  
Nationality : INDIAN  
Passport No : K9218869  
Visa Details : Employment Visa

## OBJECTIVE

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills, which would help me to grow professionally and help the organization in achieving its goal.

## PROFESSIONAL SYNOPSIS

- A dynamic 1+ year of professional experience as Inventory Supervisor at retail industry in UAE.
- 3+ years of supervision and Marketing experience in Insurance and Hardware Sanitary marketing industry, Accounts in Retailing Industry, equipped with good communication, analytical, problem solving, customer service and client relationship management in India.

## EXPERIENCE



### **RAMEZ GROUP- Sharjah, UAE (Nov2015 - Present)**

#### **Inventory Supervisor**

##### **Key Responsibilities:**

- Plan, organize, direct, control and evaluate the inventory management activities.
- Communicate inventory management policies and procedures with inventory team.
- Monitor inventory levels and inventory movement using manual or computerized inventory systems.
- Review compiled inventory reports (quantity, type and value of products, and equipment and stock on hand).
- Confer with other department management and staff to coordinate inventory activities.
- Develop key performance indicators to measure the effectiveness of the inventory controlling operations.
- Develop constructive and cooperative working relationships and maintain them over time.
- Controlling GRN and GRVs.



### **HAJI A ABDUL AZEEZ, Textiles and Garments. - Payyanur, Kerala, India (Mar2014 - Jun' 15)**

#### **Accountant and Supervision**

##### **Key Responsibilities:**

- Preparing, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax return, ensuring compliance with payment.
- Analyzing business operations.
- Develop, implement, modify, and document record keeping and accounting system.
- Prepare forms and manual for accounting and bookkeeping personnel and work activities.



**HOMETOUCH ENTERPRISES.** - Calicut, Kerala, India (Sep2013 – Mar2014)

**Marketing Executive (Hardware, Sanitary, Electrical distributor)**

**Key Responsibilities:**

- Analyzing and investigating price, demand and competition of market and devising and presenting ideas and strategies
- Writing sales and route reports
- Promoting products.

## ACADEMIC QUALIFICATION



**Master of Business Administration (International Trading) under Pondicherry University, India (2015-present)**

*Accounting For Managers, Finance Management, HRM, EXIM Financing and Documentation, Global Marketing Management, International Business Environment, International Business Law, Management Of Multinational Corporation, International Business Law, Global, Global Financial Markets And Instruments, Foreign Trade And Policy, Cross Cultural Business Management, International Logistics Management, FOREX Management And Currency Derivatives*



**Btec Level 7 PG Diploma Strategic Management and Leadership Awarded by EDEXCEL, United Kingdom under Westford School of management (2013)**

*Developing Strategic Management and Leadership Skills , Strategic Human Resources Management, Professional Development For Strategic Managers , Strategic Change Management , Strategic Marketing Management , Strategic Supply Chain Management & Logistic , Corporate Communication Strategies , Strategic Planning, Managing Financial Principles And Techniques, Project Development & Implementation For Strategic Managers*



**Bachelor of Business Administration under Kannur University, India (2012)**

*Organization Behavior, Quantitative Techniques, Marketing management, Business Environment, Management & cost accounting, Travel and Tourism management, Travel Agency Management, Air cargo Management.*

## OTHER TRAINED COURSES

- **BASIC TOUR OPERATIONS & AIRLINE TICKETING** from Journeys World Holidays, Cochin, Kerala, India. On the Job Training Program in Basic Tour Operations, Hotel Booking Engines, computer reservation system (*Galileo & Amadeus*).
- **AIRLINE DISTRIBUTION SYSTEM & CRS** under Kerala Institute of Travel and Tourism Studies (KITTS) Thalachery, Kerala. (*Basic tour operation, CRS (Galileo, Amadeus), Airline Ticketing, Fare Calculation Etc.*)
- **DIPLOMA IN COMPUTERIZED PROFESSIONAL ACCOUNTING (DCFA)** at INFOSOFT Computer Education, Payyanur, Kerala. (*Professional computerized and Manual Accounting Practice, Training, Income Tax Service Tax, Central Sales Tax, EPF, Tally 9.0, Peach-tree, Projects, Business Management Personality Development , Interview Training*)

## LANGUAGES KNOWN

English, Hindi, Malayalam, Arabic

## SKILLS

- Strong people management, group handling and negotiation Skills.
- Effective communication, analytical and presentation skills.
- Ability to work under pressure and manage stressful situations effectively.
- A team player who is also able to work independently.
- Drive assigned tasks with accountability.
- Flexible, self-motivated and multi-tasking with appropriate prioritization.

## STRENGTH

- Active and Hard Working
- Adaptable and Flexible
- Good Grasping Capacity and Dedicated
- Optimistic
- Patience.

## PROJECT

- Certificate Project Held by **MASCOT INDUSTRIES**, Kannur- (*Manufactures and exporters of Hand-woven Cotton Fabrics, Garments Etc*)

I hereby declare that the information furnished in this document is accurate & true to the best of my knowledge & belief.

Sincerely,

**IJAZ CHENOTH MADATHIL**