
ANIRBAN SARKAR

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PROFESSIONAL SUMMARY

Personable and dedicated to contributing positively to warehouse environment. Demonstrates strong organisational skills and physical stamina essential for handling various warehouse tasks. Aiming to enhance operational efficiency and accuracy in [Desired Position] role.

WORK HISTORY

Warehouse worker , 12/2024 - 12/2024

Worker - Dubai, UAE

- Coordinated with team members for effective task completion.
- Operated pallet jacks safely, preventing workplace accidents.
- Completed work following safety rules for best working practices.
- Loaded lorries to expedite delivery schedules.

Store supervisor, 04/2022 - 03/2024

Manager - kolkata, india

- Ensured adherence to company policies, resulting in a well-regulated working environment.
- Provided excellent customer service, contributing to repeat business from loyal customers.
- Instructed staff on point-of-sale till operation and transaction processing.
- Resolved complaints to achieve full customer satisfaction.

Customer support executive, 01/2021 - 02/2022

Agent - kolkata

- Provided post-sales support to improve customer retention and leverage upselling opportunities.
- Escalated unresolved issues, ensuring customer satisfaction at all tiers.
- Documented customer contacts in [Software] for use in further interactions or actions.
- Entered, updated and removed customer information to keep accounts current.

SKILLS

- Stock replenishment
- Inventory tracking
- Time consciousness
- Relationship-building
- Proficient English language
- Barcode scanning
- Order picking and packing

EDUCATION

Secondary Education, 05/2016 - 06/2017
Satya Narayan Academy - india

Higher Secondary : Commerce, 07/2017 - 05/2019
Techno India Group Academia - india

Bachelor of Business Administration: Business, 07/2019 - 06/2022
Brainware University - India

LANGUAGES

English

Upper intermediate

Bengali

Fluent

Hindi

Intermediate