



ARUN B

CONTACT



Dubai, UAE



+ 971 52 364 0911



arunbalan0793@gmail.com

Nationality: Indian

Visa Status : Visit

EDUCATION

1. SSLC (10th) from Educational Board of Kerala.
2. 12th from Educational Board of Kerala.
3. ITI (Gas Welding)

SKILLS

- Relationship building
- Communication
- Market knowledge
- Customer Service
- Product Knowledge
- Sales Presentation
- MS-Office (Excel, Word)

KEY WORDS

- Sales
- Operations
- Customer service
- Process improvement

LANGUAGES

- English
- Hindi
- Malayalam

PROFESSIONAL SUMMARY

To work in a challenging position where in my abilities and experiences can be utilized for the benefit of the company with a scope to upgrade my skills for future personal and effective contribution of the organization.

WORK HISTORY

Warehouse Assistant
Professional Courier,
Kerala, India

Feb 2023-Aug 2024

- Processing and packing customer orders ready to ship
- Loading delivery vans and checking shipments match the delivery schedule
- Gathering materials and supplies from the stores for colleagues
- Managing stock levels and placing orders for new materials where required
- Entering data into computer systems to keep stock inventory up to date
- Moving supplies or boxes around the warehouse (in some cases, this may involve driving a forklift truck)
- Keeping the warehouse area clean, tidy and free from unnecessary hazards to uphold health and safety
- Cleaning delivery vans and preparing them for the next day's shift
- Maintaining quality standards across all warehouse practices

Sales Executive & Customer Service
Big Bazar Market
Kerala, India

2021 to 2023

- Maintain counter standards including replenishment and presentation the general appearance and cleanliness of department.
- Maintain floor standards including replenishment and presentation the general appearance and cleanliness of department.
- Demonstrates the ability to highlight the features and benefits of merchandise in their area.

Office Boy
Muthoot Finance
Kerala, India

2019 to 2021

- Organize office and assist associates in ways that optimize procedures
- Preparing Tea, Coffee etc. for guests
- Sort and distribute communications in a timely manner
- Keeping facilities and common areas clean and maintained.