

# ATHIF P K



## Summary

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I take this opportunity to introduce myself as an **Store Keeper, Sales and Customer serviced Document Controller at LULU International group in Saudi Arabia for 4 years** and I have experience in **Sales and Merchandiser in Sharjah for 1 year and 6 months**. I offer my strong professional and articulate leadership abilities with effective interpersonal and communication skills. My hands-on style of Management where I like to be involved all aspects of the business from bottom to top. My desire and commitment to achieve is derived from my willingness to continually learn and develop, to obtain overall corporate goals and objectives

## Objective

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Be part a team-oriented creative organization, where my, problem solving skills, Process knowledge, Generalist scope and customer relationship skill can benefit the company's core goals.

## Professional Experience

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### AL SAHIL TRADING - SHARJAH SALES EXECUTIVE AND MERCHANDISER

#### Duties and Responsibility:-

- Merchandisers plan and manage product ranges
- Inventory displays and promotions.
- They collaborate with buyers and suppliers
- Work closely with the operations manager to oversee daily business operations
- Correspondence with suppliers through mail and calls
- Keep updated on industry trends and consumer market

### LULU INTERNATIONAL GROUP – SAUDI ARABIA STORE KEEPER

#### Duties and Responsibility:-

- Receiving & verifying the GRNs and Purchase

## Contact

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[athifpk77@gmail.com](mailto:athifpk77@gmail.com)

## Personal Details

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Date of Birth : 29-03-1993  
Nationality : India  
Religion : Muslim  
Passport Num : Y5593258  
Visa Status : Visit Visa

## Academic Profile

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- Bachelor of commerce (Complete)
- Electrical Engineer ITI (NCVT)
- Higher Secondary
- Secondary

## Computer Knowledge

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- Good working knowledge in Microsoft Office like,
  - Excel
  - MS Word
  - Power Point
- Working knowledge in windows

## Driving License

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- Saudi License
- Indian License

- Comparing purchase orders with invoices and packaging lists.
- Inspecting deliveries to ensure they match order and invoice criteria.
- Resolve invoice discrepancies & Vendor file
- Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary.
- Assist in receiving all merchandise from suppliers.
- Check all merchandise for discrepancies and damages.
- Sort merchandise according to pricing and location at store.

## **LULU INTERNATIONAL GROUP – SAUDI ARABIA** **SALES AND CUSTOMER SERVICE**

### **Duties and Responsibility:-**

- Works with clients who have complaints, orders, or require Information about products/services purchased from the Organization.
- Respond to Customer requested products, Services & Company Information
- Consult with outside parties to resolves discrepancies and create Effective solutions

### **Skill Summary**

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- Leadership skills
- Time Management skills developed through working on time bound
- Project assignment
- Effective communication and Interpersonal skills
- Excellent analytical and logical skills
- Flexibility to adapt to any situations and ability to work under pressure
- Willingness to take responsibility

### **Declaration**

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I sincerely believe that the above mentioned facts are true to my knowledge and belief.

Athif P K