



ATHUL DINESH

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Location : Al Karama, Dubai, UAE

PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with hands-on experience in sales, store operations, and office support. Demonstrates strong organizational and communication skills with a proven ability to manage stock levels, assist customers, and ensure smooth store functions. Adaptable to various roles such as storekeeper, supervisor, or office assistant, with excellent MS Office and Excel proficiency. Fluent in English and Malayalam, with basic command over Hindi and Tamil. Committed to maintaining high service standards and contributing to efficient store or office environments.

WORK EXPERIENCE

RELATIONSHIP EXECUTIVE – CAR LOAN SALES

2022 – 2025

Manappuram Finance Ltd, India

- Developed and executed local sales campaigns and client engagement plans.
- Built relationships with auto dealers to increase car loan applications and conversions.
- Provided product knowledge to customers, guided them through documentation, and ensured loan disbursal.
- Tracked leads, maintained records, and coordinated with internal teams for follow-ups.

RELATIONSHIP EXECUTIVE – GOLD LOAN

2021 – 2022

Manappuram Finance Ltd, India

- Managed gold loan inquiries and assessed customer eligibility based on organizational policies.
- Ensured secure handling, valuation, and documentation of pledged items.
- Delivered prompt customer service and addressed client concerns effectively.
- Supported branch operations including records maintenance and reporting.

SALESMAN

2020 - 2021

Daymart Hypermarket, Kakkattil, Calicut

- Maintained organized shelves and restocked products to ensure availability and visibility.
- Handled customer queries, supported purchasing decisions, and ensured high customer satisfaction.
- Conducted daily stock checks, updated inventory logs, and coordinated with the warehouse team.
- Supported the store manager in supervising daily operations and maintaining hygiene standards.

EDUCATION

Bachelor of Arts in English Language and Literature | Calicut University

2016 – 2019

Higher Secondary (Plus Two) | National HSS Vattoli

2014 – 2016

CORE COMPETENCIES

- Store Management & Inventory Control
- Sales & Customer Service
- Office & Administrative Support
- Communication & Team Collaboration
- Stock Replenishment & Merchandising
- Store Supervision & Shift Coordination
- Cash Handling & Billing Operations
- MS Office & Excel Proficiency
- Data Entry & Report Generation
- Safety Awareness & Cleanliness Compliance

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint
- Inventory Systems & POS
- Data Entry and Reporting Tools

LANGUAGES : English | Hindi | Malayalam | Tamil