

DEEPU SANJAYAN

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PROFILE

Store Assistant | Tradesmen | Civil Lab Assistant | Office Clerk | Data Encoordinator |

EMPLOYMENT HISTORY

Apr 2022 — Present	Tradesman, UKF Engineering College <div><ul style="list-style-type: none">Monitored lab safety regulations and ensured compliance with safety protocolsDeveloped and implemented safety protocols that reduced lab accidentsEnsured the safety of all necessary lab records and act as the lab in chargeOptimized lab equipment usage and maintenance scheduling, resulting in a decrease in operational costsPrepared and sterilized glassware, reagents, and other lab materials for use in experiments</div>	Kollam, India
Mar 2019 — Jun 2020	Site Clerk and Store Assistant, Condor Building Contracting LLC <div><ul style="list-style-type: none">Managed the records of the store associated with the site.Incharge of the work store.Worked on construction sites and ensured the safety of the workers.Handled administrative tasks to ensure the smooth running of operations on-site.</div>	Dubai
Feb 2016 — Mar 2019	Store Keeper cum Data Entry, Al Rashideen Trading and Distribution of Consumer Products LLC <div><div>Storekeeper</div><ul style="list-style-type: none">Efficiently manage inventory levels and movements to prevent shortages or excess stock.Verify incoming shipments, maintain accurate records, and promptly report discrepancies.Organize and label stock systematically for easy accessibility and quick retrieval.Generate detailed reports on inventory status, conduct quality checks, and ensure compliance with safety regulations.<div>Data Entry</div><ul style="list-style-type: none">Accurately inputted and maintained large volumes of data into databases and spreadsheets using company software.Ensured data integrity and quality by reviewing, verifying, and correcting information discrepancies.Collaborated with cross-functional teams to streamline data entry processes, reducing redundant tasks by implementing automation techniques.Compiled, sorted, and organized data to facilitate efficient retrieval and analysis for various departments.Met and exceeded strict deadlines while maintaining a high level of accuracy.Assisted in the creation and maintenance of data entry guidelines and best practices to improve overall efficiency.</div>	Dubai
May 2011 — Jan 2016	Sales & Marketing, Swarachithra Building Materials <div><ul style="list-style-type: none">Aimed at promoting products or services, creating brand awareness, and generating leads for the sales team.Involved in prospecting, identifying leads, negotiating, and closing deals.Interacted directly with potential customers, addressing their needs and guiding them through the buying process.Developing marketing strategies, creating advertising campaigns, managing social media, and more.Laid a fundamental role in keeping the goal of the firm, that is to provide and retain customers by communicating the value of the products or services offered.</div>	Trivandrum, India
Apr 2010 — Apr 2011	Storekeeper, Satheesh and Associates Kerala India <div><ul style="list-style-type: none">Maintained accurate records of construction materials, equipment, and supplies in the company's inventory. Oversaw the receipt, storage, and issuance of materials to ensure adequate stock levels for ongoing projects.Coordinated with suppliers to procure construction materials, negotiated prices, and ensured timely delivery. Managed purchase orders, reviewed invoices, and reconciled discrepancies to optimize cost-efficiency.Implemented efficient storage systems and organized the warehouse to facilitate easy access and retrieval of materials. Conducted regular inventory audits to prevent shortages and minimize surplus.Collaborated with project managers, contractors, and vendors to understand project needs and timelines.</div>	Trivandrum, India

- Communicated effectively to ensure seamless coordination between various teams for timely material deliveries and project execution.

EDUCATION

Dec 2019 — Jun 2021	BBA, JAIPUR UNIVERSITY Graduated with high honours	Dubai
Aug 2004 — Apr 2007	PLUS TWO , Sivagiri Higher Secondary School, VARKALA , Graduated with high honours	Trivandrum, India
Mar 2004	S.S.L.C, BOARD OF PUBLIC EXAM KERALA Graduated with high honours	Trivandrum, India

COURSES

Aug 2009	Diploma in Draftsman Civil , Sree Narayana Trusts Industrial Training Centre Sree Narayana Trusts Industrial Training Centre
Aug 2013	Logistics and Supply Chain Management and Freight forwarding , -Mithra Institute of Management Studies
Jan 2012	Data Entry, Micron Computers

SKILLS

Time management, Time framed work culture, Team Builder, Organised	Communication Skill, Presentation skill, Coordination and Leadership skills.
Highly encouraging and motivating temperament,- Approachable	Enthusiastic and quick learner especially software related
Hard Working, Enthusiastic, Efficiently Adaptable and cooperative.	Knowledge on MS Office, Word, and Excel along with effective computer skills

LANGUAGES

English	Hindi
Malayalam	