

IRFAN SAIT. S

+91 9037151416 | irfansait010@gmail.com | Thiruvananthapuram, Kerala 695141



SUMMARY

Dynamic and detail oriented storekeeper with 2 years of experience in efficiently managing inventory and ensuring the smooth operation of warehouse and storage facilities. Adept at overseeing stock, organizing shipments, and implementing effective inventory control procedures.

WORK EXPERIENCE

Customer Service Associate

Feb 2024 – Present

RELIANCE SMART BAZZAR | Thiruvananthapuram, Kerala

- Resolve customer complaints and issues in a timely and professional manner.
- Maintain accurate customer records and order information.
- Monitor customer feedback and identify areas for improvement.
- Stay up to date on product knowledge and industry trends.

Storekeeper

Jan 2022 – Dec 2023

RAK MART | Thiruvananthapuram, Kerala

- Performing stock-related task such as returning, packing, labeling, and pricing goods.
- Receiving, inspecting, and verifying incoming goods against invoices documents, recording shortages and rejecting damaged goods.
- Organizing and maintaining inventory and storage area, ensuring the neatness and safety of the premises.
- Tracking and maintaining accurate inventory level using inventory management system.

EDUCATION

Diploma in Computerized Financial Accounting (DIFA)

2020 – 2021

ALHUMDH COMPUTERS | Thiruvananthapuram, Kerala

High School

2014 – 2018

GOVERNMENT HIGHER SECONDARY SCHOOL PALAYMKUNNU | Thiruvananthapuram, Kerala

SKILLS

Languages: English (Intermediate), Malayalam (Native), Hindi (Intermediate)

Computer skills: Microsoft Word, Microsoft Excel.

Other skills: Inventory Management, Stock Control, Order Fulfillment, Shipping and Receiving, Customer Service and Data Entry.

CERTIFICATION

Certified in Inventory cum Storekeeper

Jan 2024

RAK MART | Thiruvananthapuram, Kerala