

IRFAN SAIT S

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CAREER OBJECTIVE

Seeking a challenging career with a progressive organization where my academic, professional background and to make a significant contribution to work allowing me utilize skills acquired through my education and exceptional career.

WORK EXPERIENCE

Sales Associate

Feb 2024 – Feb 2025

RELIANCE SMART BAZAAR | Trivandrum, Kerala

- Respond promptly and professionally to incoming customer inquiries in person, by telephone, or by email.
- Explain simply and clearly in response to customer questions and check for customer understanding and acceptance.
- Answering customer inquiries regarding products, store policies, and services, providing knowledge and helpful responses to enhance satisfaction.
- Stay up to date on product knowledge and industry trends.

Storekeeper

Jan 2022 – Dec 2023

RAK MART | Trivandrum, Kerala

- Organize and maintain inventory in the storage area, ensuring that products are easily accessible and well stocked.
- Record and track inventory levels using inventory management software, documenting any discrepancies as needed.
- Monitor stock levels and assist in the replenishment of products to prevent stock shortage.
- Maintain cleanliness and orderliness in the storage area, ensuring compliance with health and safety regulations.

EDUCATION

Diploma in Computerized Financial Accounting

2020 – 2021

ALHUMDH COMPUTERS | Trivandrum, Kerala

High School

2014 – 2018

GOVERNMENT HIGHER SECONDARY SCHOOL, PALAYAMKUNNU | Trivandrum, Kerala

SKILLS

Languages: English – intermediate, Malayalam – fluent, Hindi – intermediate.

Computer Skills: MS Word, MS Excel, MS PowerPoint.

Other Skills: Inventory management, Stock control, Customer service, Strong communication, Data entry, Problem solving, Interpersonal skill, Purchase order, and Active listening.

CERTIFICATION

Certified in Inventory cum Storekeeper

2024

RAK MART | Trivandrum, Kerala