

IRFAN SAIT. S

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SUMMARY

Two years of experience in storekeeper with proven record. Strong communication, inventory management, purchasing and time management skills. I aim to create a positive and productive work environment by communicating with team members and setting clear goals.

WORK EXPERIENCE

Customer Service Associate

Feb 2024 – Present

Reliance Smart Bazaar | Varkala, Kerala

- Manage the customer service process from start to finish, including asking customers about their issues and verifying the customer's understanding of that information.
- Recommend process improvements and identify new product and service opportunities based on customer needs.
- Developing and maintaining customer relationship.

Storekeeper

Jan 2022 – Dec 2023

Rak Mart | Varkala, Kerala

- Counting and monitoring stocks to ensure they are up to date and there are no missing product.
- Performing stock-related task such as returning, packaging, labeling and pricing goods.
- Reporting damaged inventories for record-keeping and reimbursement.
- Rotate stock and dispose of surplus and expired quantities.

EDUCATION

Diploma in Computerized Financial Accounting

2020 – 2021

Alhumdh Computers | Varkala, Kerala

B.Com Computer Application

2018 – 2021

University of Kerala | Thiruvananthapuram, Kerala

SKILLS

- | | | |
|------------------------|--------------------|--------------|
| • Strong Communication | • Customer Service | • Data Entry |
| • Inventory Management | • Active Listening | • MS Word |
| • Time Management | • Purchasing | • MS Excel |

LANGUAGES

English

Malayalam

Hindi

Tamil