

# IRFAN SAIT. S

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## 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