

JABIR KP

ASSISTANT BUYER & STOREKEEPER

+968 96323586 (Oman)

+971559245501 (UAE)

jabirkuttiparambil@gmail.com

UAE



EDUCATION

BACHELOR OF COMMERCE (B.Com.) – ISLAMIC FINANCE | 2019

- Majlis Arts & Science College
- Course only Completed

HIGHER SECONDARY | 2015

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2013

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office	★ ★ ★
SAP S4 HANA	★ ★ ★ ★
BI ANALYSIS	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

DRIVING LICENSE

- Valid **Oman** Driving License
- Valid **Indian** Driving License

LANGUAGES

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 85 %
Tamil	<div></div> 85 %
Arabic	<div></div> 50 %

PROFESSIONAL SUMMARY

Experienced Assistant Buyer and Storekeeper skilled in vendor management, marketing coordination, and business analysis. Detail-oriented and multitasking professional with expertise in purchase orders, supplier negotiation, and executing marketing campaigns. Possessing an analytical mindset, excels in interpreting data to inform strategic decisions. With excellent communication skills and a strong drive for exceeding targets, committed to driving business success through meticulous planning and execution.

WORK EXPERIENCE

ASSISTANT BUYER | 2021 – 2023

NESTO HYPERMARKET, OMAN

- Assist in purchasing activities by generating purchase orders, fostering vendor relationships, and ensuring prompt delivery.
- Aid in organizing marketing campaigns, such as in-store promotions and crafting promotional flyers.
- Oversee inventory management by monitoring stock levels, conducting regular stock counts, and resolving out-of-stock issues.
- Offer strategic business analysis by evaluating sales data, market trends, and customer input.
- Work with suppliers to capitalize on revenue opportunities through secondary display arrangements.
- Contribute significantly to the creation of an attractive shopping atmosphere and the improvement of the overall customer journey.

STOREKEEPER | 2019 – 2021

NESTO HYPERMARKET, OMAN

- Accurately received merchandise deliveries and promptly documented them.
- Conducted thorough inspections of incoming shipments to ensure adherence to purchase orders.
- Demonstrated strong attention to detail by meticulously checking incoming shipments against purchase orders to ensure accuracy.
- Maintained a fast-paced work environment while upholding attention to detail.
- Ensured compliance with company policies and procedures regarding receiving operations.

CUSTOMER SERVICE REPRESENTATIVE | 2018 – 2019

AKSHAYA CENTER, PATTARNADAKKAVU, KERALA, INDIA

- Actively promoted government schemes and services to individuals.
- Assisted individuals in accessing and benefiting from various government initiatives.
- Provided guidance on eligibility criteria for different programs.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

INTERESTS



Music



Travelling



Reading

- Offered assistance with application processes for government schemes.
- Ensured individuals had the necessary documentation for program enrollment.
- Engaged with individuals to raise awareness about available initiatives.
- Demonstrated expertise in explaining complex government procedures in a clear and accessible manner.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 25/02/1998
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Daith Al zanoobi Ras Al khaimah UAE

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JABIR KP

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NESTO
MANAGEMENT OFFICE



نستو
مكتب إدارة

NESTO HYPER MARKET L.L.C.

نستو هايبر ماركت ش.م.م

Date: 24/06/2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. JABIR KUTTIPARAMBIL** was employed with our Company Nesto Group from **June 2019 to June 2023** as **RECEIVER** for 3 years and **LPO COORDINATOR - BUYING AND MERCHANDISING** for 1 year.

His Exposure in these areas is very good. During his tenure with us, he ably handled major responsibilities and found him to be hardworking and very productive.

We have found him to be self-starter who is motivated, duty bound, and a highly committed team player with strong conceptual knowledge.

We at Nesto Group wish him all success in his future endeavors.

For Nesto Group

NESTO HYPER MARKET LLC

