

CURRICULUM VITAE



LINZ K P

SALES OFFICER & SYSTEM ADMIN

United Arab Emirates

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linzkp@hotmail.com

SKILLS:

- Inventory audits
- Customer relations
- Process Management
- Ware house operations
- Stock management
- Records management
- System administration
- Hardware Troubleshooting
- IT equipment procurement

Marital Status : Married
Passport No. : T3282461
Driving license : UAE (Manual)
Valid Till : 27-10-2025
DOB : 10-01-1988
Nationality : Indian

EDUCATION :

- B-TECH (Applied Electronics Instrumentation) - 2006-2010
- PLUS TWO(Science) - 2004-2006
- SSLC(KERALA STATE) - 2003

PROFESSIONAL SUMMARY

Hard working & highly motivated IT and inventory professional with excellent planning and time management abilities. Completes tasks with attention to detail for accurate reliable results, skilled in communication and cooperation to aid team performance.

WORK HISTORY

Sales Officer

NOV 2015 – To Present

Baqer Mohebi Supermarket LLC – Dubai, United Arab Emirates

- Maintaining server computer, client computers etc.
- Ensuring proper entry of all credit invoices in the inventory.
- Maintaining proper stock flow of products in the inventory software.
- Checking for any variations in the price of all products.
- Checking physical stock of products as compared to inventory software.
- Following up with suppliers for Tax Credit Notes.
- Troubleshooting of IT equipment including desktop computer, printer, etc.,
- Dealing with incoming faults in a professional, courteous manner over the phone and via email.
- Aiding in stock take in annual basis.

IT technician

June 2013 - September 2015

Civic Computers – Kerala, India

- Select best price quotation, ensure best quality for all received orders upon order allocation confirmation.
- Assembly of new desktop computers as per the customer needs.
- Ensuring customer needs by adding software they need.
- Planning and executing customers network needs.
- Optimal usage of networking cables by planning and expert use of tools.
- Interact with vendors for new products available in the market to serve as possible alternatives for used products, inform concerned and request sample for onward testing purposes and provide.
- Preparing & monitoring the list for special prices for stock items.
- Tallying physical inventory with system inventory once in a year.

Enrollment Supervisor

January 2012 – March 2013

AADHAAR (KELTRON Contract) – Kerala, India

- Ensuring reliable working of the center by proper maintenance of enrollment equipment.
- Troubleshooting errors related to procuring iris scan and fingerprints.
- Obtaining approval from authorities for the conduction of enrollment service.
- Coordinating with the local bodies for obtaining space to setting up devices.
- Checking for any errors in the system.
- Uploading residence UID to the centralized server.