

# LEVIS VARGHESE



## OBJECTIVE

I am a seasoned professional with over 10+ years of experience as a Sales Coordinator in assisting with sales report, data entry and maintaining sales record. I have ample knowledge as a storekeeper with a proven track record of optimizing inventory control and streamlining warehouse process within the glass and aluminum sector. I am dedicated to fostering a productive and engaged workforce and excel at delivering timely results while ensuring customer satisfaction. I am currently seeking a suitable position in a reputed Organization.

## TECHNICAL SKILLS

Dynamic 365  
Matrix  
Pact  
Focus  
MS office

## SOFT SKILLS

Problem-solving  
Customer Service  
Record Keeping  
Communication  
Inventory Management

## EXPERIENCE

### Decent Aluminum

**Jul 2022- Sept 2024**

*Sales Coordinator*

- Process sales orders, shipments and ensures timely delivery of products to customers
- Receive, Inspect and record incoming glass products
- Conduct regular inventory checks to reconcile stock levels
- Ensures the warehouse is organized and safe
- Generate regular sales, prepares reports and invoices with the help of Matrix and Pact software

### Doral Aluminum Factory

**Dec 2011 – Sept 2022**

*Procurement Assistant*

- Coordinate with production or fabrication teams to fulfil custom glass orders
- Organize and stores glass products to prevent damage and ensures easy retrieval
- Maintains accurate procurement records, databases and documentation
- Monitors inventory levels of finished glass products and related accessories
- Issuing receipts and processing refunds or exchanges

### Alu Trade LLC Middle East

**Jun 2011- Dec 2011**

*Counter Sales - Cashier*

- Assisting customers and understanding their requirements
- Promoting products and services
- Handling customer compliance and resolving issues promptly
- Balancing the cash register at the beginning & end of shifts
- Handling Phone etiquette and sending email as per enquiry from the customers

### Decent Aluminum

**Dec 2009- Oct 2010**

*Office Assistant / Sales*

- Creating material requisition and invoices
- Prepare and maintain sales documents, proposals and contracts and ensuring they are up to date

## PERSONAL DETAILS

Mobile: +971544717420

Email:

levismay211@gmail.com

Date of Birth: 21.05.1987

- Tracking shipments and managing inventory controls
- Enter and process purchase orders, invoices and other administrative documents with the help of Focus and Dynamic 365 software
- Maintains accurate customer profiles and sales history for auditing purposes
- Ensures to follow up with customers as per their requirements and ensures their material is delivered on a timely manner

## EDUCATION

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Higher Secondary School 2004 - 2006

National Council for Vocational Training 2006- 2008

- ITI / Mechanical Fitter