

MITESH CHAUHAN

Profession: as Sales Coordinator cum Store Assistant



Experience


Orra Hotel Apt. – Dubai Marina, UAE

Working as a storekeeper

From July – 2023 to present

- Manage and oversee inventory of furniture, fixtures, and equipment (FF&E) for three hotel apartment sites, ensuring accurate stock levels and availability.
- Respond to tenant requests for additional furniture by checking store availability, inspecting the condition of items, and ensuring only good-condition furniture is provided.
- Prepare and send approval requests via email to management for tenant furniture needs and ensure timely processing.
- Coordinate the delivery of approved furniture to apartments, managing logistics and ensuring seamless execution.
- Inspect tenant apartments for the condition of existing furniture; determine if items can be reused or need replacement.
- Conduct checks on store inventory to identify suitable replacement items from existing stock; if unavailable, report to HOD to arrange for new item deliveries.
- Create Delivery Orders (DO) for the replacement or delivery of new items as needed, based on the condition and availability of FF&E stock.
- Manage the lifecycle of furniture and FF&E items, from inspection and reuse to reporting and replacing as needed.
- Collaborate with suppliers and HOD to ensure timely procurement and delivery of new furniture items, following up to resolve any delays or discrepancies.
- Maintain organized storage areas and accurate inventory records for efficient stock retrieval and management.

 Dubai
UAE

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SKILLS :-

- Customer Oriented Approach
- Very Good in Time Management
- Providing Excellent Customer Service

Nijshyam Electric - Ahmedabad, Gujarat ,India

Working as Sales Co-ordinator cum Store Assistant

From - March -2021 to July-2022

- Attending Sales inquiry from customer received thru via-India Mart App,Email and send company profile & with product catalogs,Contact to



Customer and explain about Product

- Prepared Quotation Send to customer and Follow-up for Order or query
- Co-ordinate with costumer for daily orders and material requirement
- Planning for Received Order dispatch material
- Making Delivery Note & invoices of dispatch material
- Stock allocation for dispatch material, Material inward – outward, Material GRN and issue receipt generate thru system, Material loading-unloading, Handle logistics and local Transportation
- Maintain different type of excel sheet of Customers Inquiry ,quotations, Order, Delivered Order & Invoices, Stock etc

Education

Bachelor in commerce

At: Gujarat University-Ahmedabad, Gujarat, India

Certification Tally Erupt with GST

At;Ashirward Computer Academy- Ahmedabad, Gujarat, India

HSC

At : Gujarat Higher Secondary Board

Sager Vidalia Higher Secondary School-Ahmedabad,Gujarat,India

