

CARRICULUM VITAE

STORE KEEPER / SALES COORDINATOR



About Me

Commerce graduate with 15 years' experience in Supply chain management and storekeeping with the ability to handle basic job to logistic inventory mangagement and quality control in middle class industry.

Experience

Pradeep Sathian T

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India +918111922673

Email:pradeepsathian@gmail.com

Education:

Bachelors of commerce

(Kerala Univerisy, India)

Puls 2 (Board of Secondary education, Kerala)

Coputer Proficiency:

Diploma in computer application

MS Office, Outlook , Oracle JD

Edwards, Tally

Personal Data:

Name : Pradeep Sathian T

Nationality : India

Sex : Male

Marital Status : Married

Passport Details:

Passport No. : V4963020

Date Of Issue : 16/11/2022

Date Of Expiry : 15/11/2032

Place Of Issue : Abu Dhabi

Date of Birth : 23/05/1985

Visa Status:-Visit Visa

Languages known:

English, Hindi, Malayalam

(Read/Write/Speak)

♦ IBN Al Beetar Trading Co.LLC (Al Baker Group) Abu Dhabi,UAE

- **Designation: Data Encoder/Sales Coordinator**
(Feb.2009 to Mar 2023 14 years)

• Job Profile

- ✓ Invoicing of Purchase orders receiving from customers and sales executives.
- ✓ Coordination of procedures: sending invoice copies to customers, sales team accounts department and follow-up with the concerned parties till to the delivery of goods.
- ✓ Arranging logistic work as: arrangement of vehicles route plan in accordance to the quantity and quality standards to be maintained for handling goods. Example fragile goods, refrigerated medicines etc. Routing of delivery according to availability of merchandisers and helpers. Arrange requests and internal stock transfer management according to the movement trend. Stock allocation to private and tender departments store locations. Arrangement of goods on basis of Batch, shelf life, manufacture etc. for easy handling of goods.
- ✓ Administrative work: Make sure that the invoices of goods are stamped and signed, reconcile the cash/cheque collected from the customers are matching with the invoices amount. Deliver the cash and related documents to the finance department. Reporting to the superior's daily weekly and monthly basis. Assist in periodic stock counting and reconciliation with the book balance and physical stock. Preparing credit notes, delivery notes goods return notes etc. according to the Standard Operational procedure.

Essar Constructions. Surat, India

Designation: Computer Operator (July.2006 to Jan.2009)

- **Job Profile**

- ✓ Drafting Letter and responding to the incoming fax messages.
- ✓ Preparing quotations.
- ✓ Data Entry for Inventory and Accounts section such as Journal vouchers, payment vouchers, credit notes & Cash receipt voucher

♦ **M/s.Sreelakshmi Traders. Kerala, India**

- **Job Profile**

- ✓ Counter Sales & Cash /Cheque collection and Deposit.
- ✓ Coordinating with customer and arranging the delivery.
- ✓ Stock maintenance

DECLARATION

I do hereby declare that above all statements made are true, complete and correct to the best of my knowledge and belief.

Place: Abu Dhabi
Date: 14/04/2023

Pradeep Sathian T