

# SAJITH SANKARANKUTTY

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**Dubai , UAE**

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## OBJECTIVE

Seeking a position in a company where I can Start my career and build a valuable skill set, to get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## SUMMARY OF EXPERIENCE

- Very well experience in Retail & Warehouse( **Inventory , Sales , Merchandising** )
- Worked as Inventory executive and Warehouse assistant in Dubai
- Doing all Receiving entry in ERP
- Doing all Inbound and Outbound jobs.
- Preparation GRN, LTI and Purchase Returns.
- Maintaining all Location transfer Reports.
- Handling all mail communications.

## CAREER HISTORY

Employer : **Sharaf DG LLC Dubai, UAE ( 2007 - 2018 )**

Position Held : **Inventory Executive**

Assignments : Receiving stocks from suppliers, checking the quantity and quality of the items, scanning the goods and making GRN, sending the stocks to selling area , clearing stock discrepancy and stock not posted, making LTI as per email received from supply chain. making reports

Employer : **L & S Fashion Traders Kerala , India (2019 - 2023)**

Position : **Graphic designer**

Assignments : Making creative posters for the companies social media , creating visually appealing digital and print materials, such as brochures, social media graphics etc.

Employer : **Jaya Electronics, Kerala , India ( 2003 – 2006 )**

Position Held : **Sales Executive**

Responsibilities : Listening to what customers want and helping them find the perfect product for their needs , Setting up attractive product displays and promotional booths. Meeting daily targets and submitting sales reports

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## PERSONAL PROFILE

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills.

Nationality : Indian

Visa status : **Visit visa**

Visa Expiry : **30 July 2023**

Religion : Hindu

Date of Birth : 07 Dec 1980

**Languages Known : English, Hindi and Malayalam**

## ACADEMIC & PROFESSIONAL QUALIFICATIONS

College : Govt College Attingal, Kerala India  
Arts and science. Pre Degree

Secondary : Govt High School Kavalayoor, Kerala- India

Computer Knowledge : **MS Office, Word, Excel, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro,**

## CAREER ACHIEVEMENTS

Store staff of the month in December 2010, 2013 and 2017

Achieved A+ rating in annual appraisal

## HOBBIES & INTERESTS

Graphic designing , Music, photography and videography

## PERSONAL STRENGTHS

Friendly and easy going with people, keen observer, fast learner & good listener

Sajith

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