



SAMEER. K. S

PERSONAL PROFILE

Versatile professional with robust background in Pharmacy Business Management, Mailroom Operations and extensive experience in Courier Industry. Proficient in optimizing operational workflows, ensuring regulatory compliance, and delivering exceptional service across multiple domains. Known for leveraging diverse expertise to streamline processes and achieve operational excellence.

WORK EXPERIENCE

Pharmacy Manager

JANASRAYA PHARMACY, India (JAN 2021 - DEC 2023)

- Successfully managed and operated a pharmacy business for 2 years.
- Oversaw inventory management, ensuring availability of pharmaceutical products and medical supplies.
- Implemented customer service strategies resulting in increased customer satisfaction and repeat business.
- Maintained compliance with regulatory standards and guidelines for pharmaceutical establishments.
- Managed a team, providing leadership and direction to achieve business objectives.

Mailroom Agent / Courier


DHL EXPRESS, Saudi Arabia (MAR 2012 - NOV 2020)

- As a Mailroom Agent and Courier for DHL, I strive to enhance the shipping process by expediting all processes efficiently and delivering superior customer service.
- Managed and maintained a residential and business route of deliveries.
- Developed and maintained a business relationship with many on my route.
- Educated customers on proper shipping and handling processes that were a key component to ensuring that DHL could expedite the delivery.
- Provided all customers with superior service regarding their customer inquiry/complaint.

CONTACT ME AT

 DUBAI

 sameerkabeer2018@gmail.com

 +971569721145

PERSONAL DETAILS

Date of Birth: 04-11-1988

Nationality: India

Passport No: S 7253813

Visa status: Visit Visa

Marital Status: Married

SKILLS

Communication &

Organisational skills

Attention to detail

Problem Solving skills

MS Office (Word, Excel,

PowerPoint, Outlook)

AutoCAD 2010 (Mechanical)

DHL Easyship

Data Process Engineer

GRANDSON TECHNOLOGIES, India (JAN 2011 - FEB 2012)

- Verified the accuracy of data before transcribing.
- Located and corrected data entry errors and reported to management.
- Double checked accuracy of hard copy paperwork and rectified any issues.
- Mined data according to client requests and orders.
- Assisted with data and payment collections to ensure timelines and accuracy .
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Maintained high levels of confidentiality to maintain customer confidence and protect operations.

EDUCATIONAL HISTORY

DIPLOMA IN MECHANICAL ENGINEERING (2006-2009)

S.A. RAJAS POLYTECHNIC COLLEGE, TAMILNADU - IN

AutoCAD 2010: MECHANICAL (2010)

CAD HOME INSTITUTES PVT. LTD., KERALA - IN

S .S .L .C (2004)

SABARIGIRI HIGHER SECONDARY SCHOOL, KERALA - IN

LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

REFERENCE

Available upon request.