

CURRICULUM VITAE

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UAE Driving License (DEC-2027)



Objectives

Having an outgoing personality, good interpersonal skills and the ability to work in a multinational team environment with confidence and minimal supervision. Comfortable working in the fast placed environment and able to build and maintain a good relationship with the customers and work with colleagues through a genuine desire to understand their need and support. Currently I am looking for a suitable work in a reputed firm, which offers variety of opportunities to develop both personally and professionally.

Work Experience in UAE and India

AL YASAT AUTO SPARE PARTS LLC- SHARJAH SHOP INCHARGE - (02 DEC 2022 – TILL NOW)

- Record properly the Receiving/ Issuing Slip / Stock.
- Maintain Cards form & all other stock related documents
- Keep and file each document relative to a stock movement.
- Ensure discipline and security in the Spare Part Department.
- Report immediately stock movement information in the DMS system

OSCAR USED VEHICLES

STORE INCHARGE / SALES SUPERVISOR - (02 SEP 2013 - 30 SEP 2022)

- Manage the spare part store organization and space utilization.
- Manage supervision of spare parts movements and control of stocks.
- Providing details when needed about spare parts part numbers based on experience or catalogues.
- Organize stock security.
- Respond to customer complaints and ensure highest level of customer satisfaction.
- Monitor departmental customer satisfaction ratings and ensure potential buyer follow up to develop, execute and supervise sales control system.

ALFAHAD SERVICES. LLC DUBAI

OPERATION EXECUTIVE - (01 AUG 2011-30 JUN 2013)

- Overall responsibility for the smooth execution of the office.
- Making sure that all office systems are managed and maintained including staff recruitment files, stationary logs, stocks check, petty cash and client files.

ZAJEL COURIER SERVICES DUBAI UAE

OPERATION ASSISTANT / STORE KEEPER- (03 NOV 2008-01 JUN 2011)

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Plans the most efficient and expedient delivery route from place to place; organizes deliveries accordingly.
- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Organizes and maintains storage and inventory areas for efficient material storage and handling, including labelling/tagging, stocking and organizing stock items on shelving.

DATTEL SYSTEMS & SOFTWARE FZ DUBAI UAE

STORE KEEPER ASSISTANT / OFFICE ASSISTANT - (05 MAY 2006 - 02 NOV 2008)

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- To pack stocks for delivery.
- Assisting with loading and unloading items from vehicles.
- Keep store clean and tidy - Support team member when needed and perform other duties assigned.

FIRST PROJECT CONTRACTING AND TRADING COMPANY KUWAIT

STORE KEEPER ASSISTANT - (06 SEP 2004 – 10 AUG 2005)

- Maintaining all related records and documents.
- Checking and preparing the Report on new delivery.
- Reporting to Supplier of Faulty items.
- Managing the incoming and outgoing materials and working equipment in the work site at HEISCO, SHUAIBA INDUSTRIAL AREA, and KNPC, KUWAIT
- Receiving equipment's and checking for correct quantity and condition and storing, issuing, maintaining inventory, and delivering supplies and equipment.

Professional Skills

- Well versed in using **Microsoft Office (Word, Excel)**
- Well versed in Marketing and Sales Actives.
- Hard working, result oriented, motivated and communication at all levels
- Resourceful in performing work duties vigorously and good team worker.
- Capable to accomplish work obligations to the full satisfaction of my employer.
- Energetic, enthusiastic and confident for handling any giving task.

Educational Qualification

- Pre Degree – 12th Grade, Kerala.
- Secondary School Leaving Certificate – 10th Grade, Kerala.
- Industrial Training Institute – Kerala

Personal Details

Date of Birth	:	18/12/1979
UAE Driving License	:	Manual
Sex	:	Male
Nationality	:	India
Marital Status	:	Married
Language	:	English, Hindi, Malayalam, Tamil

Declaration

I hereby declare that the above information given by me is true and correct to the best of my knowledge and belief. I also assure complete dedication and hard work towards the organization if provided an opportunity.