



# Unnikrishnan Nair P

## CONTACT



### Address

Flat 403, Dibba Building, Al Barsha 1, Dubai, UAE



### Phone number

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### Email

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**Nationality : Indian**

**Date Of Birth : 10/10/1999**

**Marital Status : Married**

## SKILLS

- Sales
- Cash Handling
- CRM, ERP & SAP
- Customer Handling
- Attention to Detail
- MS Office
- Reports & Book Keeping
- Multitasking
- Visual Merchandising
- Ability to learn

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## HOBBIES

- Technologies
- Automotive
- Traveling
- Gaming

## PROFILE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge in an organization which recognise the value of hard work and trusts me with responsibilities and challenges.

## PROFESSIONAL EXPERIENCE

Data Processing Executive, Trivandrum TATA Motors, Trivandrum, India  
September 2023 – June 2024

- Maintaining all the Data Regarding the Sales, Booking and Order accurately.
- Report Preparation.
- Data Entry and Data Analysis.
- Document Controlling.
- Vehicle Billing, Invoicing and Registration.
- Prepare sales reports, performance analysis.

Goods & Stock Receiver, Kunnil Hypermarkets, Thiruvananthapuram, India  
March 2022 - August 2023

- Receive goods, check for damages, count, sort stock for distribution in Store.
- Keep record of invoices sent and received.
- Monitor shelves and fill them in when needed.
- Place orders with suppliers when inventory is low.
- Track and report on wastage and expiries.
- Contact supplier and resolve any shipping issues.

Floor In charge, Premier Office Equipment Co, Thiruvananthapuram, India  
August 2020 - March 2022

- Started as a Sales Executive and promoted as Floor in Charge.
- Present products to potential customers
- Cash Handling & Depositing of daily Collection in the Bank
- Managing and Assist the Concerned Team provided with me.
- Stock Receiving, Stock Analysis and Store Management.
- Ordering and purchasing of needed Stock.
- Monitoring of End-to-End Process in the Floor.

## EDUCATION

- Bachelor of Arts, Sree Swathi Thirunal college, University of Kerala
- Diploma In Sound Engineering, Keltron, Thiruvananthapuram
- Diploma In Office Automation, Keltron, Thiruvananthapuram