

# SAIDALI S

## CONTACT

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## OBJECTIVE

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Efficient Auto Spare Parts Executive who skillfully applies extensive knowledge of auto parts and basic vehicle maintenance on various makes and models. Adept at quickly identifying problems with various parts. Proficient at dealing with customers troubleshooting and resolving service issues.

## EXPERIENCE

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*January 2021 -  
March 2024*

- **Spare Parts Executive**

Popular Mega Motors India Pvt Ltd

- Prepare and submit reports and ensure orders are made and planned when stock is low. Review and approve warranty claims. Monitor and ensure timely ordering and delivery of special parts or back ordered parts. Ensure cleanliness of work area and items are well organized in accordance to 6S

### **Key Skills and Responsibilities :**

1. Procured parts by issuing purchase orders to suppliers via the internet, email, phone
2. Communicated with all personnel in the maintenance and other departments to ensure all part requirements are met.
3. Created and maintained required monthly reports including open and completed work orders.
4. Coordinated with the accounting department in processing and coding all invoices as required.
5. Maintained a positive and healthy relationship with current suppliers, constantly seeking opportunities with future suppliers where appropriate.
6. Evaluated parts pricing on incoming invoice transactions is charged correctly.
7. Adhered to the repaired stations procedures maintaining compliance with all rules applicable to company operations.
8. Performed quality assurance checks on all incoming and outgoing shipping of

parts.

9. Communicated with suppliers/vendors when parts do not meet company standards, ensuring management is aware of these problem parts.

10. Computerised inventory management , Used software like crmdms, ms office and DPMS to manage inventory

*3/4/2024 - Present*

- **Store keeper**

Naffco Fzco

**Key skills and responsibilities**

1. Receiving Shipments:

- Inspect and verify the accuracy of incoming shipments.
- Unload and unpack items, ensuring no damage or discrepancies.
- Maintain detailed records of all received goods.

2. Inventory Management:

- Keep track of stock levels and ensure inventory accuracy.
- Organize and store goods in designated areas. Conduct regular stock counts and audits.
- Used software like oracle and ms office to manage inventory

3. Arrangement and Storage:

- Arrange items in an orderly manner to maximize space and accessibility.
- Label and categorize products for easy identification.
- Implement efficient storage solutions.

4. Quality Control:

- Check the quality of goods received and report any issues.
- Ensure products meet company standards and specifications.

5. Documentation and Record Keeping:

- Maintain accurate records of inventory, shipments, and returns.
- Update databases and inventory systems with relevant information.
- Prepare and manage reports on inventory status.

6. Communication:

- Coordinate with suppliers and delivery personnel.
- Communicate with other departments regarding stock levels and needs.
- Report any discrepancies or issues to management promptly.

#### 7. Safety and Maintenance:

- Adhere to safety guidelines and protocols.
- Keep the storage area clean and organized.
- Perform routine maintenance checks on storage equipment.

#### 8. Order Fulfillment:

- Assist in picking and packing orders for dispatch.
- Ensure timely and accurate order processing.

## EDUCATION

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*July 2017 -  
December 2019*

- **Two year Diploma in Automobile Engineering**  
UBDACE ITI

*July 2015 - March  
2017*

- **Plus Two Biology Science**  
A.K.M.H.S.S Mylapure

*2015*

- **SSLC**  
A.K.M.H.S.S Mylapure

## SKILLS

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Communication Skills.



Detail Oriented.



Collaboration.



Accuracy.



Customer Service.



Computer skills



Time management

