

SAI KIRAN KARPAIAH

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☎ +971 50 430 9456

📍 Dubai, UAE

🚀 SKILLS

Microsoft Office

Data entry

Managing purchasing activities

Procurement analytics

Filing experience

Social media knowledge

Quick Learner

Stocking and replenishing

Store opening and closing

Point of sale operation

Product and service sales

Cash register operation

Decision-making

Interpersonal communication

Self-motivated

👤 PERSONAL DETAILS

Nationality : Indian

Visa Status : Employment Visa

🗣️ LANGUAGES

English

Hindi

Telugu

Tamil

🎯 OBJECTIVE

To give my best performance as an employee in your reputable organization bringing good knowledge of everything. Desire to occupy an good position. Comes with exceptional ability to work and learn at the same time to gain experience and further my knowledge on the system.

🎓 EDUCATION

Bachelor of technology (CSE) | Hyderabad 2019-2022

Diploma (ECE) | Hyderabad 2014-2017

💼 EXPERIENCE

Operations & Procurement Assistant Jan 2023 - Current

RTOG General Trading LLC - Dubai

- Performed operations management oversight for employment, administrative functions, logistics and safety.
- Sourced and verified quotations from suppliers before initiating purchase processes.
- Completed procurement documentation, including order forms, invoices with zero error.
- Supervised warehouse operations & helping to secure well-timed deliveries.

Sales Associate and Fashion Consultant 2017 - 2019

EDHARDY & USPA -Hyderabad

- Provided courteous and efficient customer support in person and over the phone.
- Utilized consultative sales techniques to identify customer needs and offer appropriate product and service recommendations.
- Prepared sales materials in advance of meetings to ensure effective communication with potential clients.

Sales Assistant and Fashion Consultant 2019 - 2021

PEPE JEANS LONDON CO. | MUFTI - Hyderabad

- Maintained store visual appeal by organizing racks and shelves.
- Engaged customers by ensuring merchandise was well-presented.
- Promoted specific merchandise effectively.