



MIDHUN PV

📍 Dubai ,UAE

✉ Midhun_pv@outlook.com

📞 +971 588331853  Midhun Pv

PERSONAL PROFILE

Name : Midhun PV

Gender : Male

Date Of Birth : 22-11-1992

Marital Status : Married

Nationality : Indian

Passport No : L4415715

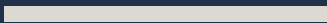
Visa Status : Visit Visa
Valid untill April 16 2023

LANGUAGES

English



Malayalam



Hindi



Tamil



Hobbies

- Travelling
- Cricket
- Movie

ABOUT ME

A competent MBA Professional having more than 6 years industrial experience in various aspects of business like Administration, Inventory & Marketing sector. Looking for Challenging jobs with greater responsibility and having good chance for growth.

WORK EXPERIENCE

- **2018-2022 : 4 YEARS OF WORK EXPERIENCE IN THE CAMBRIDGE SCHOOL & BETA CAMBRIDGE SCHOOL (TALEB GROUP OF SCHOOLS) DOHA- QATAR IN ADMINISTRATION DEPARTMENT AS STORE IN CHARGE.**

WORK & RESPONSIBILITIES

- Maintains inventory records both in Manual & ERP software by adding or deleting items as they are issued or received
- Verifies, updates, and reconciles inventory information
- Preparing Asset & stock reports using Ms office
- Assisting Accounts department for Preparing stock reports for Annual Audit Work
- Preparation of Purchase orders
- Check incoming orders against items listed on requisitions, invoices, or other forms
- Maintain accurate inventory of all items in the stock room
- Sets up and maintains efficient storage and supply areas as assigned.

- **2016-2018 : 2 YEARS OF WORK EXPERIENCE IN MATHRUBHUMI PRINTING & PUBLISHING PVT LTD AS JUNIOR SALES ORGANISER MARKETING**

WORK & RESPONSIBILITIES

- Contributing ideas to marketing campaigns
- Maintain relationship with Agents & Customers
- Delegate tasks and set deadlines to team members
- Monitor team Members performance
- Maintaining accurate records of Their work & it's follow Up
- Discover training needs and provide coaching
- Establishing new business from the leads
- Working towards monthly or annual targets

EDUCATIONAL PROFILE

2015	MBA IN MARKETING (Annamalai University)
2014	Diploma in Logistics & Shipping from Indian institute of logistics Cochin certified by Good Ocean Maritime institute for logistics JLT-DUBAI-UAE
2012	Diploma in Computerised Financia Management & Accounting (C-DIT Kerala Govt)
2012	BBA (Kannur University)

SKILLS

- Inventory management
- Managerial skills
- Public communication
- Customer Relationship management
- Sales & Marketing

SOFTWARE

- Ms office
- Tally
- ETH - ERP software

REFERENCE

- Available upon Request

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge

Midhun PV