



PERSONAL DETAILS

Name
ThouEEK Khan

Address
Al Nahda, Dubai,

Phone number
971564527228

Email
thoufeek.khan7@gmail.com

LANGUAGES

English ★★★★★

Malayalam ★★★★★

Hindi ★★

THOUEEK KHAN

Diligent Storekeeper with highly developed skills in inventory management, customer service and stockroom layouts. Track record of successfully investigating and resolving customer complaints and maintaining pre-determined stock levels. Focused on consistently offering friendly, engaging service to customers daily.



WORK EXPERIENCE

- Aug, 2022 - Present **Storekeeper**
Star Freight FZE, Dubai
 - Received product shipments and organized in stockroom storage area.
 - Documented shipping and receiving records to confirm receipt of orders.
 - Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
 - Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
 - Maintained customer satisfaction with quick and professional handling of product returns.
- Aug, 2021 - May, 2022 **Junior Associate**
Guidehouse India Private LTD, Thiruvananthapuram
 - Maintained team efficiency by keeping all equipment in excellent condition.
 - Generated, distributed and filed copies of all billing paperwork.
 - Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
- Jan, 2020 - Aug, 2021 **Customer Service Representative**
ICICI BANK, Thiruvananthapuram
 - Handled customer inquiries and suggestions courteously and professionally.
 - Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
 - Answered constant flow of customer calls with minimal wait times.
 - Answered customer telephone calls promptly to avoid on-hold wait times.



EDUCATION AND QUALIFICATIONS

- Mar, 2016 - May, 2019 **Bachelor's In Commerce**
Ms University



SKILL

Multitasking and Organization ★★★★★

Store Merchandising ★★★★★

Documentation and Reporting ★★★★★

MS Excel ★★★★★

Customer Service ★★★★★

Records Maintenance ★★★★★



DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.