



Contact Information

- 📍 Al Karama, Dubai, UAE
- 📞 (971) 544963482
- ✉ log2venkat13@gmail.com

SKILLS

Professional

- ✓ Good communication skills
- ✓ Hardworking and educated
- ✓ Negotiations skills
- ✓ Communication skills
- ✓ Time management skills
- ✓ Customer services
- ✓ Ability to work under pressure

PERSONAL DETAILS

- **Date of Birth** : 13/10/1985
- **Gender** : Male
- **Nationality** : Indian
- **Marital Status:** Married
- **Passport NO** : S9740738
- **Visa status** : Own Visa
- **Language known:** English

Hindi

Telugu

Bahrain Driving License details

- ❖ **License NO** : 851033741
- ❖ **Issue Date** : 12/09/2012
- ❖ **Expiry Date** : 11/09/2022

VENKATESWAR MELLAM

LOGESTIC SUPERVISOR, STORE KEEPER & SERVICE ADVISOR

SUMMARY

Seeking a position to utilize my knowledge, skills, and abilities in the industry that offers competitive environment, a true profession to put in the acquired knowledge and gain exposure to upcoming technologies while being resourceful, innovative and flexible

EDUCATIONAL ATTAINMENT

- ✚ Completed Bachelor of Arts
- ✚ Computer Knowledge : MS Office, Internet and Emailing

WORK EXPERIENCE

- ❖ Worked as a **LOGESTIC SUPERVISOR** in **Ahmadi Industries (PEPSI) BSC Closed** (kingdom of Bahrain) **2019-2022**

Duties and Responsibilities

- Understanding planning, shipping, warehouse management and inventory systems
- Managing daily routes/schedules of shipments and deliveries
- Tracking the progress of shipments
- Knowing all aspects of warehouse operations
- Reviewing inventory needs and keeping adequate stock.
- LPO printing, invoices checking and collects the cheque in the markets (Hyper Market/Super Market/Mini Markets)

- ❖ Worked as a **STORE KEEPER** in **Al Ahbar building construction (KINGDOM OF BAHRAIN)** (2018-2019)

Duties and Responsibilities

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- Receiving the materials and selling to the constructions.

- ❖ Worked as a **SERVICE ADVISOR** in **Motor City (KINGDOM OF BAHRAIN)** (2013-2015)

Duties and Responsibilities

- Managing and overseeing the dealership's workflow and schedule.
- Calling customers to advise them about service changes or car pick-up times.
- Maintaining positive customer relationships to ensure repeat business.
- Ensuring all details on services rendered and costs are related to customers and processing their payments.

DECLARATION

I hereby declare that all the information given above are true and correct with best of my knowledge.

VENKATESWAR MELLAM