**Ramees**

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**RESUME**

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| **summary** | | |
|  | | **A professional with more than 6 years of experience in spare parts division. A challenging career opportunity in the field of spare parts sales,parts purchasing,Parts Ordering that allows me to use my telents,potentials and expertise for the devolopement and well growth of a progressive organisation. My expertise includes in Documentation & Inventory Control Management. strong focus on building & maintaining close ties with vendors & suppliers. Ability to adapt to different situations and conditions with good communication and interpersonal skills, and a good team player.** |

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| **objective** | | | | |
|  | | **To be a part and to grow in the company wherein I can develop my skills and abilities in dealing with people and handle them in order to benefit the company and find fulfillment in life by helping others in general.** | | |
| **employment** | | | | |
|  | | **Since June 2007 to till Date (Galadari Automobiles (MAZDA CARS) ABUDHABI. U.A.E**  ***GALADARI AUTOMOBILE CO. LLC is one of the largest and reputed authorized dealers of Mazda and Mahindra brand of Automobiles as well as ICI Autocolour and Veedol Lubricants in UAE, which is an ISO Certified Automobile Group having Branches all over the U A E Emirates.***  **DUTIES & RESPONSIBILITIES**  **Executed daily sales of spare parts,batteries,accessories & lubricants for cash/credit customers & workshop vehicles.**  **Mainly handled front counter sales for selling spare parts to cash/credit customers.**  **Attending telephone inquiries of spare parts availability&price for customer or credit dealers.**  **Checking parts on order list,confirming the expected date of parts arrival in the system & inform the customer if the parts are not available.**  **Prepared estimate with discount rate for cash/credit customers (like:Etisalat,Police Dept Private Dept.Govt.Companies,Private Companies etc.)**  **Handled sales of lubricants,accessories,consumables,batteries as well as spare parts for various garages , insurance companies,individuals & other establishments.**  **Handled sales of spare parts for counter & workshop requirements.**  **Arranging courier or transportation service to deliver the parts to customers or dealers as timely manner.**  **Prepared cash/debit invoices,sales offers,cash/credit return invoices, for cash/credit or workhop customers**  **Prepared periodic sales report showing sales volume & potential sales.**  **Accounting and preparing the daily sales report and execute in to the system.**  **Approaching customer satisfactions with best communication, greeting & guiding with excellent customer service.**  **Directly Reporting to the Senior Parts Manager with the main focus of responsibility of the spare parts sales and inventory.**  **Provided administrative/stores support &complied with all companies purchasing policies regarding purchasing and receiving.Directly reported to the Purchase Manager.**  **Responsible for managing the inventory of spare parts & accessories.**  **Monitoring IN & OUT of spare parts & accessories.**  **Responsible for maintaining the minimum stock levels.**  **Responsible for parts ordering, verifying, finalizing &reporting to the Senior Parts Manager**  **Obtained orders from the various external customers on a regular basis.**  **Preparation of reports & documentation of the spare parts ordering by air & sea .**  **Ensured that all documents were properly approved and authorized for Purchase.**  **Performed quality and quantity checks to verify all goods meet company requirements as ordered.**  **Negotiated and secured the most competitive terms on long term procurement agreements with preferred suppliers, ensuring firm and fixed pricing, delivery schedules and terms and conditions which are clearly defined, documented and understood by all parties.**  **Verify and report for any differences and follow ups with the Sales Manager.**  **Oct. 2003 to Nov. 2006 - Omeir Bin Yousseff And Sons. (PEUGEOT CARS) ABUDHABI,**  ***WORK COVERS***  **Monitor the stock level and movements of the spare parts.**  **Monitor the availability of stock and prepare lists for replenishment.**  **Prepare aging report of stocks and make any recommendations if ever need to write-off.**  **Ensured accurate inventory records.**  **Conducted physical and computerized stock inventory checks.**  **Analyzed and controlled expenditures of Branch in order to confer to budgetary**  **requirements.**  **Responsible for purchasing vehicle spare parts,batteries & consumables from local & overseas market.**  **Expediting parts to be issued in wokshop cover by the job order.**  **Preparing and placing order for sea and air stocks for vehicle spare parts.**  **Preparing and placing parts local purchase for Counter workshop requirements.**  **Prepare invoices & quatation for purchase parts cover by counter and workshop sales.**  **Posting any parts issued to the service workshop.**  **Maintain cleanliness and parts should be always in order.**  **Performed inventory management & control.**  **Responsible for managing entire stock and preparation of detailed reports.**  **Skillfully managed all office activities including Data entry, invoice preparation,purchase**  **order preparation making of Store Receipt Vouchers and monthly inventory statements.**  **Analyse Industry trend, Formulate new offers and promotions.**  **Follow the company rules and regulations.** | | |
| **EducationAL QUALIFICATION** | | | | | |
|  | | | **1999–2002 Govt. Brennen College, Kerala, India**  **a graduate of *BACHELOR OF ARTS (Functional English)*** | |
| **technical qualification** | | | | |
|  | | | **Diploma in System Management from "*APTECH*"Computer Center, India**  **Diploma in Hardware & Networking from IT Campus, India** | |
| **COMPUTER KNOWLEDGE** | | | | |
|  | | | **Certification in MS Office & Parts Catalog (EPC), and Peugeot & Mazda Electronic Parts Catalog**  **Participated in Microsoft Certified Professional (MCP) course from IT Campus.Kerala.** | |
| **training & seminars** | | | | |
|  | | | **Personality Development and Computer Awareness Programme conducted by First Computer- India.** | |
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| **Strength** | | | | |
|  | | | | **Hardworking and result oriented**  **Dedicated fast learner with pleasing manners**  **Disciplined,confident and well organized.** |
| **hobbies & interests** | | | | |
|  | | | | **Participated in Kannur University Cricket Team-2000 to 2002** |
| **personal Data** | | | | |
|  | **Nationality Indian**  **Date of Birth March 26,1980**  **Marital Status Married**  **Languages Known English, Hindi, Arabic & Malayalam**  **Visa Status Employment** | | | |
|  | **DECLARATION**  ***I hereby declare that the details furnished above are true to the best of my knowledge and belief.***  ***Hence I can do justice to the position , if I selected as I am committed to perform Professionally***  ***& effectively to contribute to the success of the company.***    **RAMEES** | | | |