#### phtoto.jpgRENJITH

RENJITH.255996@2freemail.com

**Challenging work in a high Profile Company requiring strong Analytical and managing skills, to sail through Modern Technologies.**

 ***PROFESSIONAL SNAPSHOT***

* **Over 4 years of rich experience in Administration, Stores, Purchase, Sales Customer Relationship Management etc.**
* **Good people management skill.**
* **Deftness in building and maintaining healthy relations with customers, ensuring maximum customer satisfaction.**
* **A keen communicator with the ability to relate to people across hierarchical levels in the organization.**

 ***ORGANIZATIONAL DETAILS***

* Sept 2010 – Jan - 2011 – **Popular Auto Mobiles** (INDIA, KERALA) as **Business Development Assistant**
* March - 2011.to October - 2015 – **Western India Cashew Co. Pvt.Ltd** (India, Kerala) as **Sales Administrator**

***AREAS OF EXPOSURE/EXPERTISE***

***Administration***

* Follow up with the Clearing Agents for Import & Export matters.
* Preparing Export documentation, Interact with bank regarding L/C discounting.
* Taking care of Local Sales, Commercial matters.
* Handling all the export related documentation.
* Interacting with the clients.
* Involvement in the entire process i.e. co-coordinating with the clients.
* Reporting to the Managing Director, General Manager about the day-to-day activities.
* Co-ordinate with Sales Executives for follow-up of outstanding payments etc.,

   ***STORES***

* Updating the Stock Register which includes the material issued, date and time of issue, job number, project number.
* Maintaining Stock according to the Production departments.
* To maintain Waste material stock separately.
* Preparation of L.P.O, Quotation & Invoice
* Marinating Inward & Outward Stock register.
* Quantity & Quality checking of inward (imported, local purchase) materials.
* Arranging dispatch of material to valued customers.
* Maintaining register for issue of invoices, sales return, etc.
* Filing of all documents*.*

   ***PURCHASE***

* Identify new suppliers and maintaining suppliers database.
* A comparative rate analysis done to ensure a the best rate availability.
* Frequent updating of rates, and any escalation of rates to notify the concerned departments.

***ACADEMIC QUALIFICATIONS***

**BBA** Degree from Kerala University (2007-2010).

Plus two   from Kerala State Higher Secondary Board (2005-07)

***Technical Skills***

      Operating systems: Windows 2007, windows 8

      Other applications: Ms Office (Excel, Word, Power point).

 ERP Programme

 ***PERSONAL DETAILS***

 Date of Birth                 : 15/08/1989

 Nationality              :  Indian

 Religion                       : Hindu

 Marital Status               : Single