** JAMSHEER**

**JAMSHEER.342798@2freemail.com**

 **DEIRA,DUBAI**

**SUMMARY:**

**Profile : Male, 28, single.**

**Nationality : Indian.**

**Languages known : English, Hindi & Malayalam**

**Visa Status : Visit Visa (Valid till 06/05/2017)**

**Current Location : Deira,Dubai**

**OBJECTIVE:**

 **To become an integral part of globally reputed firm where i can utilize my skills and talents for the maximum benefit of the organization.**

**EXPERIENCE:**

* **Parco hypermarket LLC, Abu Dhabi**

**Designation-Inventory controller)**

 **(13/6/2015 TO 15/09/2016 )**

**JOB RESPONSIBILITIES:**

1. **Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.**
2. **Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.**
3. **Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.**
4. **Processes and/or approves invoices for payment.**
5. **Processes and documents returns as required following established procedures.**
6. **Performs routine clerical duties, including data entry, answering telephones, and assisting customers.**
7. **May serve as cashier and handle cash and cash-related payments.**
8. **May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.**
9. **Performs miscellaneous job-related duties as assigned.**
* **Brass world Pvt Ltd.coimbatore,Tamilnadu,India**

**Sales coordinator**

(**21/5/2010-14/11/2012)**

* **Eurotech Marketing Pvt Ltd.kannur,India**

**Sales coordinator**

**(11/02/2013 to 05-06-2015)**

**Skills and Duty’s:**

* Working as part of the sales team to develop both new and existing markets.
* Collecting all the information required to create a request for an estimate.
* Writing accurate & informative sales reports and documentation.
* Excellent and a flexible hard working attitude.
* Understand the regulatory, fair trading and competition rules relating to customer service.
* Managing all retail and telephone related customer contacts.
* Providing quality responses to customer contacts in person, telephone & email.
* Dealing with enquiries & answering calls from new and existing customers.
* Suggesting solutions to customers in a positive manner.
* Dealing with all escalated complaints and enquiries efficiently and effectively.
* Communicate promptly any information to customers about their orders.
* Giving customers information about company services and products.
* Building relationships with customers. .
* Handling difficult and aggressive customers in a professional manner..

**EDUCATION:**

* Degree in Computer Science
* Higher Secondary-Plus two
* High School

**TECHNICAL SKILLS:**

* Operating system windows 7/8
* Linux(operating knowledge)
* MS Office Suite: Word, Excel, PowerPoint, Access; Keyboarding Expert.
* Adobe phototoshop,canvas rtms(resorce tracking and management system),Tally magic sms 3.0),mobile applications.

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.