**Sunil**

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##### Picture 010

Career Objectives:

As Store keepers/Material recording clerks keep track of information in order to keep businesses and supply chains on schedule, ensure proper scheduling, recordkeeping, and inventory control.

Self Assessments:

* As warehouses increase their use of automation and computers, clerks will become more adept at using technology. Many clerks use tablets or hand-held computers to keep track of inventory. New sensors and tags enable these computers to automatically detect when and where products are moved, making clerks’ jobs more efficient.
* Stock clerks and order fillers receive, unpack, and track merchandise. Stock clerks move products from a warehouse to shelves in stores. They keep a record of all items that enter or leave the stockroom and inspect for damaged goods. These clerks also use hand-held scanners to keep track of merchandise. Order fillers retrieve customer orders and ready them to be shipped.
* Material and product inspectors weigh, measure, check, sample, and keep accurate records on materials, supplies, and other equipment that enters a warehouse. Verify the quantity and quality of items they are assigned.Check the defects, record and report to the top management. Prepare reports on warehouse inventory levels.
* Shipping, receiving, and traffic clerks keep track of and record all outgoing and incoming shipments and ensure that they have been filled correctly. . Ensure that orders were correctly processed in the company’s computer system. Also compute freight costs and prepare invoices for other parts of the organization.

Academic Background:

* **Bachelor of Degree** - Calicut University
* **Pre-Degree Course -**New Mans College
* **S.S.L.C**.- St: Catherines H.S.S Payyampally,Wayanad.
* **Computer course** (Basic)- Data-Tech computer Academy Mananthavady.

## Work Experiences:

**1.Sales Manager:** Maxil Trading Est. –Riyadh, KSA ( Jan-2016 till date)

* Ensure all the documents and files to be maintained periodically.
* Make business plans to develop the sales
* Resolving the problems and deal with the customers through the subordinators.
* Giving needful instructions to the Executives and educate the staff to be organized.
* Manage the staff or deal with the customers if they have any problems and render satisfactory service to them.

**2. Logistic & Distribution Manager:** N.P Traders-Calicut **-** ( Jan2012 to Nov-2015)

* Checked inventory records for accuracy.
* Maintained and updated the records daily according to the inventory.
* Compiled reports on various aspects of changes in production or inventory.
* Kept records of items shipped,received,or transferred to another location.
* Find,sort or move goods between different parts of the business.

**3.Office Administrative:** Little Flower School,New-Delhi(Jun2009 to Oct-2011)

* Maintained an efficient filing systems for office.
* Kept and managed school records in an organized manner
* Assisted and supported school principal in running the school successfully.
* Tracked attendance for teachers and staff.
* Typed, edited and composed reports ,letters and memos to the principal.
* Scheduled meetings, appointments and interviews.
* Provided copies for teaching materials and students transcripts.

**4. Logistic Co-ordinator:** Britelite & Vinverth,Kannur,( Jan2007 to April2009)

* Resolved the problems and deal with the customers through the subordinators.
* Handled all financial transactions including salary disbursement and Banking.
* Made payroll of the staff.
* Maintained all office records.
* Verified daily stock and collecting the cash.
* Supported the co-workers and encourage them to do for sincere work.

**5. Sales Executive** : Britelite & Vinverth-Calicut and Kannur(May-2004 to Dec-2006)

* Marketed and sold the consumer goods for the company
* Given market updates to the management.
* Handled all transactions including banking.
* Resolved the issues of the customers and the dealers friendly.
* Maintained all payment and receipt vouchers.

**Computer Skills:**

* MS Excel
* MS Power point
* MS Word
* Internet.

**Personal Profile:**

Marital Status : Married

Sex : Male

Age & D.O.B : 41, 04/04/1975

Medical History : Fine

Nationality : Indian

**Declaration:**

I hereby declare that the above-furnished details are true to the best of

my knowledge.