­KASEEB

­[KASEEB.351810@2freemail.com](mailto:KASEEB.351810@2freemail.com)

**OBJECTIVE**

**To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest.**

**PROFILE**

* An ambitious Management professional with 4 years of progressive experience in the areas of sales, Marketing, Purchase, Stores and Warehouse.
* Have excellent working skills in MS Word, Excel & PowerPoint Applications and other office Packages
* Confident and capable of working on own initiative and in working with people.
* Ability to adapt to new environments and grasp work quickly.
* ability to perform multitask and can work under and pressure in minimal supervision

**EDUCATIONAL QUALIFICATION**

* Bachelor of Business Administration, Periyar University, India

**WORK EXPERIENCE**

**SALES REPRESENTATIVE – BHARTI AIRTEL INDIA – MAY 2012 TO JUNE 2014.**

**Roles & Responsibilities:**

* Dealing with customers and achieving the **sales target in short span.**
* Maintaining the follow up activities with the Retailers
* Identifying needs of customers, clearing queries and ensuring customer satisfaction.
* Communicates with the customer and retailers on **performance and progresses**
* Communicate all the relevant activities to management to ensure **maximum operational efficiency & total customer satisfaction.**
* **Give Regular feedback on sales report** to the higher officials.

**ASSISTANT EXECUTIVE OF PURCHASE WAREHOUSE AND STORE INCHARGE –**

**M/S - CAPRICORN FOOD PRODUCTS., INDIA – JULY 2014 TO TILL DATE**

**Roles & Responsibilities:**

* **Dealing with Vendors**, over the telephone or in Mail, Negotiating with the vendors thereby reduced the purchase expenditure of company.
* Dealing with **Auditors** during Auditing and successfully passed 5 Audits during the service mainly audits of Pepsi, Coke.
* Creating the GRN in ERP system and making the costing sheet for GRN and Maintaining the minimum stock level
* Preparing stock ledger report as per the Management requirement and Making Stock confirmation for each inventory document.
* Fixing the selling price for each stock itemandmaking the Item coding procedures.
* Protects organization's value by **keeping information confidential.**

**WORK ACHIEVEMENTS**

* Promoted “**THRICE**” in the working period
* Initially served as “**ASSISTANT STORE INCHARGE**” and due to the efficiency in work got promoted as **STORE INCHARGE**
* Again got promoted as “**PURCHASE STORE AND WAREHOUSE EXECUTIVE**” within a span of 2 years

**KEY SKILLS**

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| --- | --- | --- |
| * Business Administration * Business Development * Marketing Management | * Client Relations and Services * Optimistic Approach |  |

**ADDITIONAL SOFTWARE PROFICIENCY**

* Tally (ERP)

**ACADEMIC PROJECT & INTERNSHIP**

* Analysing the Business Management and labour requirement of **“Dharmapuri Co-Operative Sugar Mill Ltd”**
* Analysing the production efficiency and operating cost in **“Dharmapuri Co-Operative Sugar Mill Ltd”**

**ACADEMIC CERTIFICATIONS**

* Completed **Diploma in Computer Application** at **DTDS,**Palacode

**PERSONAL**

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| --- | --- |
| **INTEREST & HOBBIES**   * playing chess * Wandering to unseen places and interacting with different kind of people. |  |