

Suresh

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**OBJECTIVE**

To secure a responsible & a challenging position in a progressive organization that would provide an opportunity for personal growth & career advancement, as well as an opportunity to contribute towards the growth of the organization. An experienced Sales Representative with strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges and responsibilities.

**QUALIFICATION HIGHLIGHTS**

• Developed proactive communication program to significantly improve customer relations and customer confidence.

• Commended for dedicated work ethic and rewarded by steady promotions and training in all aspects of work.

• Hardworking, energetic, and reliable, recognized for assuming additional responsibilities.

• Recognized for long hours, commitment to customers, professionalism, follow-up, and attention to detail.

• Product knowledge of furniture and household itmes.

**PROFESSIONAL EXPERIENCE**

**Cargo Handling Assistant / Warehouse Operator**

**Emirates Sky Cargo, Dubai Airport**

**January 2016 – February 2017.**

**Worked under Transguard Group LLC.**

**Key responsibilities of incoming flights (breakdown)**

• Checking incoming flight , ULD NO. and Segregate manifested shipments and update it.

• Reconciling manifested shipments and pieces with physical shipments.

• If any discrepancies with reconciliation , making short received or found cargo and inform the breakdown office about it.

• Monitoring and managing porters and forklift operators.

• Checking all Danger Goods and special cargo properly before off loading if found any damage creating damage report.

**Key responsibilities of outgoing flights (buildup)**

• Attending shift briefings, receiving load plans and retrieving shipments as per load plan.

• Checking Dubai joining shipments, police screening and payment before loading.

• Preparing ULD’s per allocation and load plan.

• Monitoring loading, checking the condition of shipment and quantity.

• Dangerous Goods , VUN and other special cargo taking good care as per special loading methods.

**Airport Agent,**

**Sharjha International Airport,**

**February 2015 – December 2015.**

• Worked as Airport Agent in Sharjha Internationl Airport .

**Homecentre, Landmark Group of Companies, Doha Qatar**

**Sales Associate and Department Head,**

**December 200**9 **– December 2013.**

• Educated customers regarding the benefits of products and services as well as answer questions regarding product, pricing, and availability.

• Resolved all customer complaints in a manner consistent with company policy, and with customer satisfaction in mind.

• Contributed to the overall display and presentation efforts within the store environment, including stocking and replenishing merchandise.

• Maintained feedbak report for all slow selling items and handed to superviosr with suggestions to improve sale of that particular itmes.

• Checked daily stock level for the assainged area and did needfull to maintain the volume of stocks for trading on the floor.

• Always listen to customers needs and requirements in depth and taken feedback about the service they are looking for and about other competitors in the market.

**Mahamood Security (M) Sdn. Bhd.**

**Kuantan, Malaysia.**

**Security Guard, March 2006 – April 2008**

• Patrolled the given area and premises to prevent and detect sings of intrusion and ensured security of doors, windows ,and gates.

• Answered alarms and investigated disturbance.

• Monitored and authorized entrance and departure of employees, visitors, and other persons to guard against the theft and maintained the security of premises.

• Wrote reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized person, or unusual occurrences.

• Operated detecting devices to screen individuals and prevent passage of prohibited articles into the restricted areas.

**EDUCATION**

Tribhuvan University, Kathmandu, Nepal

Proficiency Certificate Level**,** Business & **Marketing, 200**3.

ST. Xavier’s School, Kathmanu, Nepal, 2000.

**SKILLS**

• Team Motivation

• Planning & Scheduling

• Time Management

• Problem Solving

• Interpersonal & Communication Skills

**PROFESSIONAL COURSES**

• Store Inventory Management (SIM), Landmark Training Center, Doha, Qatar.

• Microsoft Office, Net Web Training Center, kathamandu, Nepal

• Dangerous Goods Handling Course, Emirates Aviation College, Dubai, U.A.E.

• Special Load and Ramp Handling Course, Emirates Aviation College, Dubai, U.A.E.

• Aviation Security Awareness (AVSEC), Emirates Aviation College, Dubai, U.A.E.

• Good Distribution Practice(GDP), Emirates Aviation College, Dubai, U.A.E.

**HONORS**

• Best section for summer sale 2012.

**REFERENCSES**Available upon request