**Dileep**

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[Dileep.368743@2freemail.com](mailto:Dileep.368743@2freemail.com)

**Professional Summary**

Looking forward to job openings as Stock Controller or Store Keeper.   A highly qualified Sales Representative with 3 years of experience in Almarai Company, Saudi Arabia with technical matters with expertise in sales. Knows the intricacies of Computer Peripheral Servicing as well as Computer Hardware & Electronics. Possesses in-depth Technical & Sales Process Knowledge and has Good Interpersonal Skills that enhance overall credentials as a professional.

Resourceful and quick-thinking Stock Clerk with 3 plus years in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills.

 Disciplined warehouse professional knowledgeable about material load capabilities, site analysis and general logistics.  Reliable and hardworking warehouse operator committed to getting each job done as quickly, efficiently and safely as possible.

**Date of Birth: 01-06-1976**

**Languages**

English, Hindi, Arabic and Malayalam

**Skills**

|  |  |
| --- | --- |
| Technical & Sales Process Knowledge | Quality assurance |
| Computer Hardware & Electronics | Quality inspection |
| Computer Peripheral Servicing | Material handling |
| Good Interpersonal Skills | Deadline-driven |
| Good Communication | Hard working and self-motivated |
| MS Office, Page maker and all softwares upto windows10 | Inventory management |

**Work History**

**Salesman, 05/2009 to 07/2012 - Almarai Company, Riyadh, Saudia Arabia**

 Visited clients regularly

 Planned client relationship and events to promote growth, resulting in an achieving monthly targets

 Completed all cleaning, stocking and organizing tasks in assigned sales area.

 Contributed to team success by exceeding team sales goals by 110%.

 Recommended merchandise to customers based on their needs and preferences.

 Responded to customer questions and requests in a prompt and efficient manner.

 Built relationships with customers to increase likelihood of repeat business.

**Stock Controller Clerk, 01/2013 to current- Aadhi Traders, Trivandrum, Kerala**

 Built a motivated warehouse team of  well-trained staff.

 Developed weekly schedules for  warehouse employees.

 Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.

 Used item numbers to properly stock warehouse.

 Cleaned and maintained the warehouse in compliance with safety standards.

 Maintained accurate stock records and schedules.

 Picked up incoming stock and delivered materials to designated locations.

 Established long-term customer relationships through prompt and courteous service.

**Education**

Pre-Degree from University of Kerala-1994

MRTV from Indian Technological Institute- 1997

Advanced Executive Training Programme (MS Office, FoxPro, Internet) from OACT-1999

Diploma in Computer Hardware Maintenance from University of Kerala-2000

Diploma in Computer Peripheral Service Engineering from HeiTs-2004

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge. If given opportunity, I assume that I work sincerely to the satisfaction of my superior.

Signature  
 Dileep