LIBIN

B.Com & M.B.A Finance

Administration (store admin and inventory management- 5
years)

Email : libin.369038@2freemail.com

Mobile : Whatsapp+971504753686 / +919979971283

Visa Status : Employment Visa

Nationality Indian

Gender : Male

Date of Birth : 15/07/1988

Age : 29

Religion : Christian, R.C.

CAREER OBJECTIVE

A Challenging position in a progressive and dynamic organization providing growth, training and career development opportunities where I can use knowledge and experience in Administration and inventory management.

CAREER GRAPH

STRENGTHS

Hard working, )

punctual, sincere and an excellent 2)

team Player.

Inter personal

and analytical 3)

skills

Ability to work as a part of a team

High

adaptability

Perseverance and Integrity to Work

Optimistic

MODELS SPORTING GOODS (MARKA SPORTS PJSC-RETAIL)

GO SPORT **(U.A.E)**

(RETAIL CORP LLC)

MORE SUPERMARKET (ADITHYA BIRLA)

* Dubai **(U.A.E)**

- Dubai

* Kochi **(India)**

ROLES & RESPONSIBILITIES

HOBBIES

Maintains customer relationships by visiting with store managers, department managers, and employees; answering their questions; responding to special requests; describing product features.

Maintains store shelves by observing displays of company products; removing

damaged or fresh ness-da ted products; tidying store shelves; providing optimum display of

products.

Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear low; arranging for return and credit for damaged products.

Implement and maintain company merchandising principles. Implement seasonal changes creatively and

Traveling

Listening

Music

Internet

surfing

timorously. Ensure more than acceptable housekeeping standards. Ensures that oddments and solid merchandise are cleared from the store on a regular basis .

Back-up areas must be maintained to an acceptable level of tidiness and cleanliness.

Handle the stock receiving responsibility

Lead the team for the proper merchandising and maximize the sale

PROFESSIONAL AND ACADEMIC CREDENTIALS

CONTACT ADDRESS **Silver home** building **Rom no: 70**3 **burdubai** Dubai (U.A.E)

|  |  |  |
| --- | --- | --- |
| PROGRAM | BOARD/UNIVERSITY | YEAR OF PASSING |
| MBA( Finance &IBM) | Kannur University | 2010-12 |
| B.com(ComputerApplication) | Kannur University | 2007-10 |
| Plus Two | Kerala Syllabus | 2005-07 |
| SSLC | Kerala Syllabus | 2003-04 |

LANGUAGE SKILLS

PERMANENT

ADDRESS

Kaithakulathu(h)

Kanakapally(po)

Parappa(via)

kerala

|  |  |  |
| --- | --- | --- |
| NO | LANGUAGE | LEVEL OF COMPETENCY |
| 1. | English | Read, write, Speak |
| 2. | Hindi | Speak |
| 3. | Malayalam | Read, write, Speak |

COMPUTER PROFICIENCY

|  |  |
| --- | --- |
| ❖ | Tally ERP.9 |
| ❖ | Oracle |
|  | Sap |
| ❖ | Store inventory management |
| ❖ | M.S Office |
| ❖ | Outlook |

SKILLS TO CREDIT

* Strong in Communication Skill
* Helpful, Pleasant and Energetic
* Quick Decision Making.
* Good Listener
* Handling Multi-tasks

DECLARATION

I wish that your guidance is the literal place for my aspiring career. I hereby declare that all the above mentioned information are true and correct to the best of my knowledge and belief.

Date :

Place : Dubai

Libin