* **DON**
	+ **C/o 0503718643**
	+ **:** don.378911@2freemail.com

# Visa status;Employement visa

* **Expire on march 14 -2018(on notice period)**
* **CAREER OBJECTIVE**
* To contribute to your organization as a Warehouse Management Professional utilizing my expertise in a staff training and development, shipping and receiving, inventory control, maintenance, customer relations, and businessoperations.
* **PROFILE**
* Proven professional, adept at prioritizing and completing multipleassignments
	+ within strict budgetary/time restrictions and customer/technical specifications.
* Earn corporate recognition for analyzing and improving warehousing and inventory management systems to exceed all productivity and service quality objectives
* Designated troubleshooter and conflict negotiator, chosen to identify and resolve diverse order/client concerns while building a loyal client base in a competitive marketplace.
* **EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Course**
 | * **Year**
 | * **Name of the institution**
 | * **Board/ university**
 | * **%**
 |
| * **B-TECH**
 | * 2010
 | * BHARATH INSISTUTE OF HIGHER EDUCATION AND
* RESEARCH
 | * BHARATH UNIVERSITY
 | * **FIRST CLASS**
 |
| * **XII**
 | * 2006
 | * GOVT BOYS CHAVARA
 | * KERALA STATE
 | * **80**
 |
| * **X**
 | * 2004
 | * LOUDEMATHA ENGLISH
 | * KERALA STATE
 | * **82**
 |

* **IT EXPOSURE**

|  |  |
| --- | --- |
| * **Operating Systems**
 | * WINDOWS (XP, windows7)
 |
| * **Software**
 | * MS-Office
 |
|  | * IFMS,TALLY-ERP9
 |

## **Experience**

* **1;Warehouse supervisor**
* 04 year in A A BINHINDI BAHARIN ID NO 10926
* Central warehouse
* **2 Sales executive-stores**From 2016 onwards Sales executive-stores at perfect prism trading Dubai
* **Professional Experience-warehouse**
* Train/develop/mentor/motivate a cohesive team, continually ensuring high service and product quality by monitoring "mis-picks" and productivity reports. Maximize order selection accuracy and shift productivity and work quality through hands-on coaching and performanceevaluation
* Inspect facility for safety/security hazards, and resolve or report to the Safety Manager.
* Analyze/recommend to management operational improvements to reduce costs. Work with Operations Management Team to identify and eliminate sources of inventoryshrinkage
* Prepare credit slips, accident reports, computer invoices, shift inspection reports, absence reports, repair orders and equipment replacementrequisitions.
* Enhanced overall productivity and work quality, operated forklift, worked closely with an integrated team, and maintained a warehouse. Supervised, trained and mentored an 16-member staff. Maintained detailed documentation and an outstanding safetyrecord
* Earned corporate commendation for exceeding all performanceexpectations.

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* Provided complete product setup, warehouse planning, and shipping/receiving.
* **PROCUREMENT**
* Represent large department store for negotiating contracts for consumer products.
* Oversee activities of workers who buy, sell, and distribute products.
* Process purchase orders and requisitions for products.
* Communicate with prospective vendors to determine terms and availability.
* Interview applicants and train staff using tailored training program.
* Devise purchasing instructions and policies, and ensure proper procedure from both the company and vendors.
* Prepare reports for costs and market conditions.
* Work with other staff members to generate product specifications.
* Resolve issues with contracts and supplies.
* Maintain thorough records of orders.
* Develop and implement organizational policies for the department.
* Manage budget for purchasing department.
* Create specifications for the delivery of new products.
* Consider environmental impact when determining transportation needs.
* **SALES**
* Listening to customer requirements and presenting appropriately to make sales.
* Maintaining and developing relationships with existing customers in person via calls and mails.
* Cold calling to arrange meetings with potential customers to prospect for new business.
* Responding to incoming mails and phone queries.
* Acting as a contact between a company and its existing and potential markets.
* Negotiating the terms of agreement and closing sales.
* Gathering market and customer information.
* Representing the organization at trade exhibitions, events and demonstrations.
* Negotiating on price, costs, delivery and specifications with buyers and managers.
* Advising on forthcoming product developments and discussing special promotions.
* Creating detailed proposal documents.
* Liaising with suppliers to check the progress of existing orders.
* Checking quantities of goods on display in stock.
* Recording sales and order information and sending copies to the sales office or entering into a computer system.
* Reviewing your own sales performance, aiming to meet or exceed targets.
* Making accurate, rapid cost calculations and providing customers with quotations.
* Attending team meetings and sharing best practices with them.
* **SKILLS AND STRENGTHS**
* Smartworking
* Time Management and Team WorkSkills
* Responsibility ,Creativity ,good communicator, self-motivating, dedicated to work
* **EXTRA CURRICULAR ACTIVITIES**
* Prizes for different Cultural competition held at school andcollege.
* **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| * Date of Birth :
 | * 07. 04. 1988
 |
| * Gender :
 | * male
 |
| * Language known :
 | * English, Malayalam,Hindi,tamil
 |
| * Hobbies:
 | * Internet surfing, Travelling
 |

* **Declaration**
* I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Yours Truly Don