**Vinesh**

e-mail : [vinesh.216144@2freemail.com](mailto:vineshvsiva@gmail.com)

**Visa Status** : Employment Visa

**Objective**

Aspire to serve in a professionally managed organization in a responsible position, to enhance my skills and abilities and steer my career to greater heights.

**Work Experience**

1. **Al Maya Hypermarket** **Dubai, UAE -**

Inventory Control & *Follow up clerk,* Since 2014 September onwards

1. **Fairmont Hotel (5 star) Dubai, UAE –**

*Steward,* From 2013 October to 2014 April

1. **Arvin Technologies, Kerala, India –**

**Assistant Retail Manager** *-* From 2009Januaryto2013 September

**D**. **Abhaya Ayurveda Kerala, India** -

**Office Assistant & *Sales Executive***From 2002 August to 2009 January

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Sl. No.*** | ***Examination*** | ***Board*** | ***Year*** |
| 01. | **Post Graduate Diploma in Computer Applications** | Pee Tech computers, Kerala, india | 2001 |
| 02. | **Computer Operator & Programming Assistant** | National Council for Vocational Training, Kerala, india | 2001 |
| 03. | **Bachelor’s Degree in Botany** | Mahatma Gandhi University Kerala, india | 2000 |
| 04. | **Pre-Degree** | Mahatma Gandhi University Kerala, india | 1997 |
| 05. | **SSLC** | Board of Public Examination, Kerala, india | 1995 |

**Profile Summary**

* More than 13 Years of experience as IT and Retail sector in India and **UAE.**
* Hold a Bachelor Degree and Diploma**.**
* Greeted customers and determined their needs and wants.
* Responsible in processes the sale of Grocery merchandise.
* Demonstrate Product knowledge.
* Discussed type, quality and number of merchandise required for purchase.
* Answered customers’ queries and concerns.
* Responsible in restocking shelves.
* Constantly checks display for expiration of dates and damaged items.
* Receive payment by cash, check or credit cards..
* Issue receipts, refunds, credits, or change due to customers needed.

**Job Responsibilities**

* Responsible in SUPERVISING, MONITORING of Showroom through consistent compliance of the market Operations.
* Consistent exercise of Customer Service and skills.
* Planned and scheduled various activities related to Department Operations.
* Daily work management.
* Manpower & Subordinates Handling.
* Greet and interacts with customers and monitor patrons to assist the store in lost prevention Follow up on all Logistics coordination with the customers.
* Review and control all documentation for maintaining the minimum order level.
* Provide daily and monthly stock reports with remarks for management review.
* Monitor the inventory and responsible for determining ways of obsolescing stocks.
* Generate reports (stock report, invoice details report etc) as required by Logistics Manager.
* Receipt and issue of stock items.
* Maintain complete records of movements of all stock items and ensure that balance in the books reflect the physical stock.
* Preparing Delivery Note, Invoice & Other Import documents related to customers.
* Dealing with transporting agents for the smooth flow of the shipments.
* Conduct periodical stock taking.

**About Me**

Date of Birth : 2nd May 1980

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi & Malayalam

s/d

**Vinesh**