# **CURRICULUM VITAE**



VIPIN

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**Dubai**

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**OBJECTIVE**

Looking for a position in Sales, Customer Service and Logistics where I can positively contribute my experience.

**PROFILE**

* 3+ years of Experience in sales, Logistics & customer service.
* Holding a valid UAE Driving License.
* Self-motivated, responsible and committed towards work.
* Good knowledge of MS Office applications.
* Have excellent communication, convincing and negotiation skills
* Skillful in diagnosing, understanding & handling customers and resolving their issues with ease.
* Ability to work under pressure, meet deadlines and achieve targets.

WORK EXPERIENCE

MH ALSHAYA Group of Companies (2014 to 2016)

2 years worked as a Sales Coordinator& Stock Control.

**Duties :**

* Meet or exceed agreed sales targets to increase revenue and business activities.
* Prepare & submit weekly schedules and reports.
* Promote the benefits of company products.
* Resolve customer complaints
* Carry out customer satisfaction follow up calls and provide feedback.
* Liaise with other departments for the successful running of business.
* weekly and monthly stock taking and make stock report
* Maintain appropriate stock for all the stores

DEAL Distribution FREE ZONE, Jebel Ali ( 2013-2014 )

1 Years Worked as a Logistics & Customer Service.

**Duties :**

* Attracts potential customers by answering product and service questions, suggesting information about other products and services
* Maintains customer records by updating account information
* Keep logs and records of warehouse stock, executed orders etc
* Plan and track the shipment of final products according to customer requirements
* Prepare accurate reports for upper management

**EDUCATION QUALIFICATION**

* Bachelor of Commerce (B. Com) –Shobith University Delhi
* Diploma in Logistics Management from kitts kerala
* Plus, Two (12th) from Kerala Educational Board

**SOFTWARE SKILLS**

* MS OFFICE:( Word, Excel, MS-Outlook, PowerPoint)
* Internet Training and Introduction of Multimedia Job Work Practice

**PERSONAL DETAILS**

Date of birth : 02-05-1987

Languages : English, Hindi, Malayalam, Tamil

Driving License : Valid UAE License (Manual)

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