**MADHU**

**Contact Details:**

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| Email | : |  |

Madhu.382511@2freemail.com

**Personal Information:**

Gender : Male

Nationality : Indian

Marital Status: Married

Languages : English, Hindi & Malayalam.

**Expiry on :** 22-05-2026

**Driving License : Indian LV**

**VISA Status : Visiting Visa**

**Career Profile:**

* Accomplished professional with 25 years work experience in the mentioned field.
* Experience in Automobile parts and Stationery sales, Store Keeping & Administration.
* Knowledge of distribution and inventory control for multi location.
* Experience of managing retail & whole sales spare parts & Stationery.

**Objective:**



To find a challenging career in a healthy environment where my education, experience and interpersonal abilities can be fully utilized

**P r o f e s s I o n a l S u m m a r y :**

* 12 years as Sales, Store Keeper , Office staff & Document Controller in UAE & 6 years in SAUDI ARABIA.
* 2 years as Sales Manager in Kerala – India

**A c a d e m I c Q u a l I f I c a t I o n s :**

* Completed Bachelor Degree in History - Calicut University (1987-1991)
* Diploma in Computer Application ( DCA Approved by the Govt. of Kerala )
* CDC Certificates and SEAMAN Book

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| PSTSD- | Ramanna Accadamy | SSR | -MNS maritime institute. |
| FPFF - | MNS maritime institute. EFA- | MNS maritime institute. |
| PST- | MNS maritime institute |  |  |

**C o m p u t e r P r o f i e n c y :**

* Proficient in MS Windows, MS Office, Oracle -9 Foxpro-2.5, Visual Basic.
* Well experienced in the usage of Internet, E-mail and On-line applications.
* Worked in Oracle Environment

**E m p l o y m e n t H i s t o r y :**

**Smooth Building Materials Trading LLC, Dubai – Sept 2010 to August 2016.**

The leading retailer of Building Materials Items throughout the Dubai & Sharjah.

**Position : Store Manager**

Responsible for ensuring a consistently high standard of presentation in the store and making sure that all available space in the store is effectively utilized. Focused on maximizing the customers shopping experience.

* Responsible for the daily managing of staff and the assigning of duties.
* Managing and motivating staff to increase sales and ensure store efficiency.
* Analyzing store sales figures.
* Developing, researching and implementing marketing strategies.
* Maintaining awareness of market trends and monitoring local competitors.
* Managing up to 8 members of staff.
* Manage budgets set by Retail Area Managers.
* Manage and address shrinkage and stock loss.
* Maintaining accurate records of all pricings, sales, and activity reports.
* Ensuring all corporate and local regulations and procedures are met and complied

**Gulf Greetings LLC, Dubai - April 2007 to August 2010.**

The leading retailer of toy store & premium greeting cards, associated gift items throughout the Arabian Gulf and the Middle East.

**Position : Store Manager**

Documentation & updating related to the Store, shops and office as well in E-Business Oracle.

* Supervise warehouse operations and oversee employees
* Maintain records of inventory and make decisions regarding what products to order and when.
* Monitor which items are selling, and in what quantities, and use this data to make decisions about future product orders.
* Justify purchasing decisions to the Purchase Manager.
* Contact vendors and responsible for returning damaged goods to vendors
* Responsible for receiving all shipments of products and store them in organized manner
* Track inventory of products on shelves and storage unit
* Maintain records of products being shipped and received



**Key Skills:**

* A flexible professional who enjoys learning new skills and is ready to adapt to changes.
* Initiative and responsible attitude towards job.
* Quite confident of handling any type of job.
* Handle large amounts of paper work and data.
* Work within a busy office environment and support office teams in order to ensure the smooth running day-to-day activities.
* Communicate clearly with work colleagues using mail etc.
* Handle petty cash, floats and expenses.
* Continually meet and exceed the operational and administrative expectations of employers.
* Provide accurate administration of all paperwork generated at office level.
* Findandobtain

information and documents quickly.

* Knowledge of Automobile Spare parts
* Management and Supervisory Kills
* Responsible in performing task in a safe and accurate manner

**Al Buraimi Auto Spare Parts Est. Sharjah, UAE -2004 to 2007** Leading spare parts outlet and agent of General Motors company.

**Position : Sales Executive**

* Attend to walk-in customers-receive enquiries and providing quotation
* Receiving enquiries from overseas customers and sending quotes
* Prompt response to new customers provided by Asstt Branch Manager/Senior Manager
* Getting prices for various brands from Purchase Team
* Follow-up for order confirmation and sending pro-forma invoice
* Payment follow-up with customers
* Co-coordinating with Purchase team for arranging Parts from suppliers, on order confirmation
* Co-ordination with warehouse for packing
* Informing customer about material readiness and delivery instruction.
* Informing warehouse about material delivery time and location
* Informing warehouse of delivery discrepancy and returns
* Collection of receivables from customers as per company norm

**AL EID Technical Bakeries Est., Saudi Arabia -1994 to 2000**

One of the Leading Sweet production unit of Eastern Provinces of **Saudi Arabia**

**Position: OFFICE & STORE MANANGER**

Following standardized company procedures relating to all aspects of Office performance. Answering incoming calls in a professional manner.

* Photo copying, filing, scanning and carrying out any other administration duties as and when required.
* Updating databases with confidential and relevant information.
* Investigating and resolving invoice queries.
* Monitoring unpaid invoices against the cash analysis.
* Processing supplier invoices and cheque requests as required.
* Dealing with queries both internally and externally.
* Carrying out a physical stock count of consumables on a monthly basis.
* Receiving the post, sorting it out and then passing it on to the correct recipient.
* Coordinating and communicating activities for the Office, including all employee events.

**Image it ( 2016 to 2018 )**

**Position: Sales Manager**

* To develop Corporate & wholesale accounts across south & North kerala for Office supplies products; generate higher sales volumes, profits & achieve business target.
* Identify major power accounts to strengthen business networks; attend meetings and submit business proposals for approvals to showcase our products within their showrooms/outlets.
* Perform due diligence on shortlisted clientele; facilitate annual contract revision & renewals by acquiring appropriate approvals from Head office.
* Collect, collate & share market intelligence on product performance & consumer preference.
* Build an effective business plan to utilize the market potential by focusing on our range & product features.
* Maintain cordial business relations and make efforts to retain as the preferred business partner among the power accounts.
* Plan promotional events in coordination with marketing team; impart product training to field sales staff on product feature & services to facilitate increased sales.
* Diligently follow-up on receivable.
* Coordinate with sales support/warehouse team to ensure appropriate delivery to client as per the service agreement