

**SUFAID
PUTHIYAKATH**



CONTACT INFORMATION

Email: Sufaid648@gmail.com

Mob: 971 502854986

PASSPORT DETAIL

Nationality : Indian

Date Of Birth : 20-02-1995

Passport No : M 2530224

Date of Issue : 30/09/2014

Date of Expiry : 29/09/2024

Visa Status : Employment

LANGUAGES KNOWN

English : Read, Write & Speak

Hindi : Read, Write & Speak

Malayalam : Read, Write & Speak

Tamil : Speak

AREA OF INTEREST

- Inventory Clerk
- Data Entry Operator
- HR Assistant
- Store Keeper
- Salesman

INTERESTS /HOBBIES

- Football and Cricket.
- Music.
- Traveling.
- Photography.

RESUME

CAREER OBJECTIVE:

“To use my experience, exposure and capabilities for optimum productivity with a motive to benefit the organization and build my career through learning and professional growth”

PROFESIONAL EXPERIENCE

More than **4 years** of Experience in **UAE (Nov 2018 – Present)**

❖ **CADD EMIRATES LLC , Dubai UAE**

Working as Assistant **Store Keeper**

Responsible for:

- Keep a record of sales and restock the store accordingly
- Manage and Train store staff
- Plan promotional campaigns for new products or specials
- Verify accuracy of orders by matching them with quantities and types
- Determine storage areas for incoming shipments and allocate appropriate space within the warehouse
- Mediate any confrontations between staff and clients, and de-escalate the situation
- Receives and stores documents and confidential files
- Handles and documents storage and transportation of hazardous materials.
- Serves customers by selling products and meeting customer needs
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Provides first class sales by answering any questions the consumer might have about a product
- Acts as an expert in selling goods to consumers that meet their needs and desires.
- Ensure that the warehouse is cleaned and maintained at all times

COMPUTER PROFICIENCY

- ✓ **Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.
- ✓ **Photoshop:** Attended a course on Basic Training in India.

EDUCATIONAL QUALIFICATION

- ❖ Passed Secondary School Examination (**2011**)
- ❖ Passed Higher Secondary School Examination (**2013**)
- ❖ Certificate on course in Smartphone and Tablet PC Engineering issued by BRITCO Certified Digital Professional (Kannur, India) completed on 2016

NON-TECHNICAL SKILLS

- Adaptable, patient and friendly.
- Ability to work under pressure.
- Excellent communication skills that help listen to clients and make suggestions
- Good etiquette and Interpersonal skills
- An enthusiast with highly motivated and eager to learn new things

DECLARATION

I hereby declare that all the information stated is true to the best of my knowledge.

SUFAID PUTHIYAKATH