

AMALNATH M

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Contact No : 0568474800

Visa status : Visit Visa

Passport No. : M6566722



SUMMARY

- Strong communication and interpersonal skills with proficiency in grasping new concepts quickly and utilizing them in an effective manner.
- Good team player with positive attitude towards work.

CAREER OBJECTIVE

To work in an organization where culture of freedom and working for initiatives is ensured.
To grow with the company where I can effectively contribute my skills as professional.

WORK EXPERIENCES

Super Traders Kollam, Kerala

Designation: Store Keeper from 20-Jan-2020 to Nov-2021

RESPONSIBILITIES

- Maintain receipts, records, and withdrawals of the stockroom
- Keep a record of sales and restock the store accordingly.
- Plan promotional campaigns for new products or specials.
- Receive, unload, and shelve supplies
- Manage and train store staff.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Ensure that the store is kept clean and organized.
- Rotate stock and coordinate the disposal of surpluses

WORK EXPERIENCES

Reliance Jio Infocomm Limited

Designation: Area Sales Manager from 09-july-2016 to 5-Dec-2019

RESPONSIBILITIES

- Set sales goals, compare performance to goals, and adjust goals as needed
- Develop individual quotas and assign territories for team members
- Provide detailed and accurate sales forecasts
- Assess current team processes and procedures, identify opportunities for improvement, and implement them
- Coach, mentor, and provide feedback to team members
- Assess individual performance through observation and measurement, and suggest corrective actions as needed.

WORK EXPERIENCES

Ibaj Trading Establishments, Kollam, Kerala

Designation: Accounts Assistant from 05-Aug-2014 to 30-May-2016

RESPONSIBILITIES

- Prepare and submit invoice statements to customers
- Account Receivables follow up with customers for payments
- Examining bank statements and reconciling them with general ledger
- Preparation of Petty cash, and other matters related to the day to day running of the business.
- Maintains customer confidence and protects operations by keeping financial information confidential

ACADEMIA

Course	Institute / School	University / Board	Year of Passing
B.com (Taxation)	The Chapter College Kollam, Kerala	Kerala University	2014
+2 Commerce	GHSS Anchalummoodu, Kollam	Kerala State	2011

TECHNICAL SKILLS

- Tally 7.2 and ERP 9
- Microsoft Office

PERSONAL DETAILS

Date of Birth : 21/07/1992
Gender : Male
Nationality : Indian
Languages known : English, Malayalam, Tamil, Hindi

DECLARATION

I hereby declare that the particulars mentioned in the Resume are true and that I will be abiding by the terms and conditions of my contract.

Place: Dubai
Date:

Amalnath M