



**RIJINAS C K**

**UAE Driving License Available**

**Mobile:** 0526749009

**Email:**

rijinasknr9009@gmail.com

**Personal Data:**

Date Of Birth : 29<sup>th</sup> June 1992

Nationality : Indian

Sex : Male

Marital Status : Married

Address : Al Karama, Dubai

**Visa status:** Visit visa

(Expire on 20/11/2022)

**System undergone:**

- Hadarasoft Mizan .NET
- CRM
- MS Excel
- Outlook
- MS Word
- SAP
- ERP

**Skills:**

- Customer service
- Sales experience
- Communication
- Innovation
- Deal closing
- Scheduling
- Qualifying leads

**CAREER SUMMARY**

A highly organized and hard-working individual with 7 year experience looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

**WORKING EXPERIENCE**

**April 2015 – August 2022**

[Palace Office Of Hamdan Bin Rashid Alaktoum LLC](#)

**Dubai, UAE**

**Warehouse Dispatcher / Driver**

- Pick and stack the items according to dispatch invoice.
- Submit for the verification warehouse Supervisor.
- Loading according to the transport and route plan.
- Deliver the items and get authorized verification concerned authority.
- Submitting the received copy at concerned department.
- With proper documents collecting damaged and expired items from sub warehouse to central warehouse.
- Distributing all over UAE.

**Store keeper assistant**

- Receiving, processing and organizing shipments and deliveries accordingly.
- Restocking depleted or low shop items and ensuring that the sales floor is organized according to established guidelines.
- Performing regular stock audits to identify and correct expired or dead stocks.
- Performing end-of-day cleaning duties, which includes wiping down windows, mirrors, and fixtures as well as sweeping and mopping the shop floor.
- Maintaining an in-depth knowledge of store items to provide advice and recommendations as needed.

**December 2012 to March 2014**

[Tokyo Bakery LLC](#)

**Doha, Qatar**

**Merchandiser**

- Cold calling the customers and generating the Leads and update daily data in Excel and CRM.
- Monitoring sales and identifying any losses or stock wastage
- Collaborate with executives, marketers and salespeople to set prices that are good for the market and profit
- Reviewing customer feedback to predict sales trends and making prediction on seasonal stock demand
- Briefing daily on stock display and rotation to ensure every space is optimized

- Relationship
- Dexterity
- Entrepreneurship
- Accountable
- Vendor Management
- Billing
- Invoicing
- Scheduling
- Follow up
- Team work
- Data entry
- Inventory control
- Multitasking
- Organising
- Flexibility

**Languages Known:**

English, Hindi, Urdu, Arabic,  
Tamil, Malayalam.

- Assessing the effectiveness of different product displays and store layouts on sales figures

**January 2010 to February 2011**

**Har Cars PVT LMT**

**Kerala, India**

**Service Advisor**

- Kept relationship with customers to give best solutions for their enquiries and make to deliver best customer service.
- Understands automobiles by studying characteristics, capabilities, and features.
- Answer questions about service outcomes, schedule and book appointments, vehicle drop-off and vehicle pick-up
- Provide customers with information and advice on warranty protections, potential cost savings and the advantages of trading in versus fixing their car
- Call customers to advise them about service changes or car pick-up times
- Demonstrates automobiles by explaining warranties and services.
- Provides sales management information by completing reports.

**ACADEMIC QUALIFICATION**

- Diploma in CIVIL [2010]
- Higher Secondary School [2009]