



JIYAS PM

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ABOUT ME

Highly motivated and organized individual with 8+ years of experience as an Automotive Spare Parts Storekeeper. Demonstrated ability to manage inventory, maintain records, and handle customer inquiries in a fast-paced environment. Strong technical knowledge of automotive parts and equipment.

WORK EXPERIENCE

STORE KEEPER

M.R TYRE AND BATTERY [01/2019 - 04/2023]

City: Wayanad

Country: India

- Receiving of parts, components and materials into the store, ensuring physical goods are counted and checked and that required documentation is received and actioned.
- Utilizing computer systems to track and analyze inventory and sales data.
- Managing customer inquiries and orders with expertise.
- Demonstrates a keen eye for detail and organizational skills to maintain precise inventory management
- Able to prioritize tasks effectively and work efficiently in a fast-paced environment
- Exhibits excellent communication and customer service skills when interacting with customers and suppliers
- Ensuring all records are kept in the relevant filing system, including emails.
- Familiar with health and safety regulations related to storing and handling tyres and batteries
- Conducts thorough verification of warranty claims
- Inventory controls and stock management processes are followed with a focus on achieving stock turn targets.

SPARE PARTS STORE KEEPER

HAPBCO MOTORCYCLES PVT LTD [11/2014 – 12/2018]

City: Wayanad

Country: India

- Coordinated with other departments, including purchasing and shipping, for efficient order fulfillment.
- Maintaining and managing the inventory control data system, ensuring correct entry of Inward Goods Receipts, Issued Pick lists, Reject Warranty Reports, Stock Transfers, and Cycle Counting of current stock holding

- Managing a maintaining and verifying inventory records, reporting and investigating discrepancies, reconciling all documentation associated with stock movement.
- Maintained precise records of inventory levels, orders, and deliveries using computer systems and software.
- Keep accurate records of spare parts transactions, including purchase orders, invoices, and receipts.
- Inspect and test spare parts for defects, ensure they meet quality standards, and properly label and store them
- Managing the periodical stock takes.
- Correctly store goods received in allocated location following handling and storage instructions ensuring

PARTS INTERPRETER

KTC AUTOMOTIVE COMPANY [02/2013– 09/2014]

City: Wayanad

Country: India

- Conducting physical inventory counts and reconciling any discrepancies
- Maintaining organization and cleanliness in the spare parts store while ensuring proper storage of all spare parts
- Processing customer orders for spare parts, which includes verifying pricing and availability, preparing quotes and invoices, and ensuring accurate and timely order fulfillment
- Maintaining precise inventory records, monitoring inventory levels, and identifying parts that require ordering
- Shipping spare parts to customers or other locations as necessary
- Receiving incoming shipments of spare parts, verifying their contents, and ensuring proper labeling and storage of all items
- Catalog spare parts in the inventory system, including part numbers, descriptions, and compatibility information
- Process customer orders for spare parts, including verifying pricing and availability, preparing quotes and invoices, and fulfilling orders accurately and on time

EDUCATION

BACHELOR OF COMMERCE

UNIVERSITY OF CALICUT [06/2009 – 05/2012]

LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s): **English**

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION C1

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft Excel / social media / Skype / Google Drive /

LinkedIn / Organizational and planning skills / Google Docs