



SUHAIL JAMAL

LOGISTICS/ACCOUNTING/ADMIN

Contact Me

- +97471208809
- suhailjamal040@gmail.com

Other Info

Skills

Tally ERP9 ,MS Office

Languages

English,Malayalam,Hindi

Others

DOB - 24.09.1996
Marital Status - Single
Visa Status - Transferable Visa
With Noc



Experience

APRIL 2023 -
FEB 2024

INRIDE CAR RENTAL | SALES COORDINATOR

- Daily task management, data updates are updated on Microsoft excel.
- Greet customers and answer their inquiries
- rental terms and conditions to customers
- Suggest optional services or upgrades
- Process rental documents and payments
- Keep track of rental agreements and invoices
- Perform regular maintenance checks
- Handled cash and credit card transactions, and provided customers with accurate receipts

OCT 2022 -
MARCH 2023

HDFC BANK PVT LTD | SALES OFFICER

- Assess customer needs, explore all options and introduce different types of loans.
- Communicate with clients either to request or to provide information.
- Prepare detailed loan proposals.
- Respond to applicants questions and resolve any loan-related issues.
- Monitor the Gold loan process and create related MIS.

NOV 2018 -
OCT 2021

SIGNORAH HEALTH CARE | LOGISTICS Coordinator/ADMIN Assistant

- Maintaining stock control.
- Stock receiving,checking expiry,rasing

GRCO, stock counting.

- Allocation of received item to specific location and updating SKU.
- Monitoring and maintenance of par level and informing requirement department.
- Allocation of stock based on request from outlet as per fifo method.
- Preparing inventory of the stock items weekly and aware to the purchase department.
- Resolves problems or complaints presented by staff and users/customers.
- Checking materials available in the lay down yard from Material delivery Records with location.

MARCH 2018 - JUNE 2018 **WHIRLPOOL OF INDIA LTD | LOGISTICS**
Coordinator/ADMIN Assistant

- In stuffing and de-stuffing process.
- Maintaining of all the stock related records
- Tracking of the vehicle Preparing reports to the store supervisor and the top levels regarding the stocks and movements of goods.
 - Ensuring all the requirements are met to process the transport of goods.
 - Assisting of all the vehicles in and out from the warehouse.



Education

- 2015 - 2018 **Vidya Bharathi Group Of Institution | Bachelor Of Commerce**
- 2015 - 2017 **Vidya Bharathi Group Of Institution | Logistics Supply Chain Management**
- March 2015 **GHSS SOUTH EZHIPURAM | Higher Secondary**
- 2012 **Christava Mahilalayam Higher Secondary School | High School**