

# CURRICULUM VITAE



## ARUN. K

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**Contact No** : +974 31588109  
**Date of Birth** : 07.05.1984  
**Permanent Address** : Chithirayil, Adinadu north P O  
Karunagappally, Kollam(dist)  
Kerala, India, Pin-690542  
**Nationality** : Indian  
**Marital status** : Married  
**Language known** : English, Hindi, Arabic, Tamil & Malayalam  
**Visa Status** : Valid Qatar ID (transferable)

### Career Objective:

To join an organization which will help in the development of Career, knowledge, experience and skills in the field of Automotive Spare parts - Sales, and Store Management.

### Academics:

Degree	Board/University
DCA	Kerala University
B.A (History)	Manonmaniam Sundaranar University
Pre Degree	University of Kerala
S.S.L.C.	Board of Public Examination Kerala

## Work Experience:

- 11 years worked as a **Showroom manager** in Chithira Automobiles, Chavara, Kollam, Kerala, India (2012 June – 2023 December)
- 2 years worked as a **Sales Executive** in AL SAFI from 2010 May to 2012 May in **Saudi Arabia**.
- 3 years worked as a **Storekeeper** in Gulf Automobiles from 2005 December to 2009 March in **Abu Dhabi**.

## Job Summary:

### **Showroom Manager- Chithira Automobiles**

#### **Key Responsibilities:**

##### **1. Showroom Operations:**

- a. Identify the customer requirement and suggest proper spare-parts.
- b. Oversee the daily operations of the showroom, ensuring it is well-maintained, organized, and visually appealing.
- b. Manage inventory levels, including stock replenishment and regular stock checks.
- c. Implement visual merchandising strategies to enhance the showroom's visual appeal.

##### **2. Customer Relations:**

- a. Build and maintain strong customer relationships, addressing inquiries, concerns, and feedback.
- b. Ensure a high level of customer satisfaction through product knowledge, and problem resolution.
- c. Lead by example in providing exemplary customer service.

##### **3. Staff Management:**

- a. Recruit, train, and develop the sales team, providing coaching and mentorship to enhance their skills and product knowledge.

##### **4. Sales Targets:**

- a. Set, communicate, and monitor sales targets for the showroom and sales team.
- b. Develop and implement sales incentive programs to motivate the team.

##### **5. Inventory Control:**

- a. Oversee stock levels, conduct regular audits, and manage inventory turnover.
- b. Collaborate with suppliers and different brand's sales team to ensure timely stock replenishment.
- c. Implement cost-effective inventory management practices.

## **Sales Executive - AL SAFI (Saudi Arabia)**

### **Key Responsibilities:**

#### ***1. Sales Duties:***

- a. Identify potential customers and develop strategies to reach them.
- b. Conduct sales visits and negotiations to secure new clients.
- c. Build and maintain strong, long-lasting customer relationships.
- d. Understand customer needs and recommend appropriate products or services.
- e. Achieve sales targets and objectives set by the company.
- f. Prepare and submit sales reports and forecasts regularly.

#### ***2. Delivery and Logistics:***

- a. Safely and efficiently transport products to customers.
- b. Ensure accurate and timely delivery of orders.
- c. Verify product quality and quantity before delivery.
- d. Follow all traffic and safety regulations.
- e. Keep the delivery vehicle clean and well-maintained.
- f. Handle product returns or exchanges as needed.

#### ***3. Customer Service:***

- a. Address customer inquiries, concerns, and complaints in a professional and timely manner.
- b. Provide product information and assistance to customers during deliveries.
- c. Maintain a positive and customer-centric attitude.

#### ***4. Inventory Management:***

- a. Keep track of product inventory in the delivery vehicle.
- b. Report any discrepancies or shortages to the appropriate personnel.
- c. Assist in restocking and organizing products in the warehouse.

#### ***5. Documentation:***

- a. Maintain accurate and up-to-date records of sales activities, expenses, and deliveries.
- b. Complete necessary paperwork, such as delivery receipts and sales contracts.

**Storekeeper – Gulf Automobiles; Abu Dhabi**

***Key Responsibilities***

- Assist cost control in the monthly stock taking.
- Re –ordering of all storeroom items in time.
- Maintaining necessary records with accuracy of information and should follow always FIFO issuing.

**Passport Details:**

- Passport No : X 9596161
- Date of Issue : 15/06/2023
- Date of Expiry : 14/06/2033
- Place of Issue : Trivandrum.

**Declaration:**

I declare that, the above information is true and correct to the best of my knowledge and belief.  
In the event do any false information any action can be taken against me.

**Place : Doha**

**Date: 14/02/24**

**Signature**

**Name: ARUN .K**