



AKHIN V R

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Dob :
02-april-1997

Skill Highlights

- Leadership
- Project management
- Customer service
- Problem-solving
- Team work
- Innovative
- Service-focused

Languages

Malayalam
English
Hindi
Tamil

Visa type : work visa transferable

Having valid Qatar Driving license

Production Engineer I Akhin V R, completed B. Tech in Production engineering in the year of 2018 from the University of Calicut, Kerala, also holds an equivalency certificate in Mechanical engineering. Experience of three year as sales coordinator and warehouse supervisor in Technical parts company. Looking for a challenging job where my skills can be utilized and improved. To work in a firm with professional work driven environment, where I can utilize my knowledge and skills which would enable me as afresh graduate to grow while fulfilling the organizational goals.

Experience

Sales coordinator , Store supervisor From 11/2021 -Till date
Technical Parts Company - Doha , Qatar

- Email review and reply
- Help sales representatives improve their productivity and spend more time marketing.
- Support sales department associates to ensure all sales files, necessary documents are complete, compliant, and close successfully
- contact customers and prospects to arrange appointments or to make follow-up calls to confirm orders or delivery dates.
- Coordinating drivers & warehouse guys to customer satisfaction by ensuring the accuracy and timely processing of orders.
- Maintain sales records, and reports to the senior management team , prepare reports on sales by individual representatives, sales by product line and sales to individual customers.
- Creating and receiving purchase orders preparing sales order and invoice
- Stock monitoring
- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.

Education

2014-2018
Bachelor of Engineering / Bachelor of Technology, Production Engineering

Certifications

International diploma in masters accounting