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| About meExperienced professional with a background in stores management, administration, and human resources. Skilled in customer service, inventory management, and financial transactions, Proficient in English, Hindi and Malayalam.Personal detailsDate of birthMay 8, 1984GenderFemaleNationalityIndianPassport/Visa detailsPassport No : C0029331Place of Issue : TrivandrumDate of Expiry : 05:09:2034Qatar Visa: Residence PermitQID Expiry : `10/12/2025Visa status : Transferable Skills* Ms-Word
* Ms-Excel
* Outlook
* Internet
* Export EMS software
* FACT.ERP
* SimplyHr
* DMS(Dealer Management software)

Languages known* English
* Hindi
* Malayalam
* Tamil
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EDUCATION

**MBA in Human Resource Management 2006-2009**

MKU University, Madurai

**B.Sc 2002-2006**

Mahardhi Dayanand University, Rahtak, Haryana

**PLUS TWO** **2001**

Educational Board of Tamil Nadu

**S.S.L.C**  **1999**

Educational Board of Tamil Nadu

EMPLOYMENT

**Stores Executive Jan 2021-Dec 2024**

POPULAR AUTO DEALERS PVT LTD, Kerala, INDIA

* Responsible for managing inventory, overseeing customer service and driving sales.
* Daily management of the overall materials stores and listing the requirement to maintain minimum stock value.
* Monitor inventory levels and ensure timely restocking.
* Handle customer complaints and resolve issues.
* Manage cash registers and handle financial transactions

 **Backend Executive** **Oct 2018-Nov 2019**

DEALS DRAY ONLINE PVT LTD, Haryana, INDIA

* Cash & payment Handling
* Prepare and reconcile customer balances, payments follow up.

**Admin HR Executive Nov 2009-Apr 2018**

A2Z FILTRATION SPECIALTIES PVT LTD, Haryana, INDIA

* Entire recruitment processes
* Joining and exiting formalities- Documentation, record keeping including appraisals and trainings.
* Maintaining stock of promotional materials, Co-ordination of International Trade Shows/Exhibitions
* Advertising in international magazine & Website handling
* Visa documents, arranging Foreign Exchange, Domestic & International Ticket bookings
* Visitors handing, Hotel booking for internal and external customers, ISO documentations.

**Office Co-ordinator Feb 2006-Nov 2009**

VEEKAY AUTO PARTS PVT. LTD, Haryana, INDIA

* Responsible for purchasing of office requirements stationary items etc.
* Organizing business cards/letter heads/branch stationary etc.
* Follow up with the vendor with timely dispatch of the ordered material.