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| About me  Experienced 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 details  Date of birth  May 8, 1984  Gender  Female  Nationality  Indian  Passport/Visa details  Passport No : C0029331  Place of Issue : Trivandrum  Date of Expiry : 05:09:2034  Qatar Visa: Residence Permit  QID Expiry : `10/12/2025  Visa 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 |

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.