

YAHYA P R

Data entry , sales & marketing, store keeper

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Doha Qatar



SUMMARY

Organized and reliable professional with experience in sales support, data entry and store operations. Skilled in maintaining accurate records, assisting customers, and supporting daily business activities. Strong communication skills with a focus on efficiency and service quality.

EXPERIENCE

SALES & STORE KEEPING

MANNAMTHARA TILE'S

2025 - 2025 INDIA { KERALA STATE }

TILES & SANITARY, PAINTING, PLUMBING

- Managed sales operations for tiles and sanitary products, achieving consistent monthly revenue Targets
- Developed and maintained relationships with dealers, distributors, and contractors
- Negotiated pricing, contracts, and bulk orders with clients
- Handled customer inquiries, complaints, and after-sales support
- Create brand awareness
- Promote new designs and collections

Sales Executive

QUERYBAY

2024 - 2025 INDIA { KERALA STATE }

SUPERMARKET FOOD DISTRIBUTION

- Coordinated deliveries and monitored stock levels
- Conducted market visits and competitor analysis
- Increased sales through field marketing and client acquisition
- Managed orders, deliveries, and customer relationships
- Managed client relationships and order fulfillment

EDUCATION

Diploma In Automobile engineering (ITI).

II ENGINEERING AND TECHNICAL INSTITUTE

2018 - 2020

STORE MANAGEMENT

AVODHA

2024 - 2024

HIGHER SECONDARY

CO-OPERATIVE COLLEGE

2022 - 2022

10 th CBSE

Umariyya public school

2015 - 2016

LANGUAGES

Malayalam

Native



English

Proficient



Hindi

Intermediate



Tamil

Intermediate



SKILLS

Ms Excel

Ms word

PowerPoint

Store management

Excellent communication

Time management

Team leadership

Problem solving and decision making

Store operations

Data entry

Customer service

Attention to detaila

Confidentiality and data security awareness

Fast and accurate typing

Email correspondence

Stock monitoring