

VINOD MOHANAN NAIR

SALES COORDINATOR / STORE KEEPER / SUPERVISOR / COCKTAIL BARTENDER

Al Quoz
Dubai

vinodmohan9741@gmail.com

Contact: 00971589826254



SALES COORDINATOR / STORE KEEPER/ SUPERVISOR / COCKTAIL BARTENDER

An accomplished, versatile professional with strong experience now looks forward to evolve as a “specialist” by harnessing demonstrated multi-faceted skill sets across Sales Co-ordination, Procurement, Inventory Control, Public Relations & Administrative Support with fine experience through Information Technology, Hospitality, Supply Chain and Logistics domains.

Looking forward to be part of an organization to contribute to its overall growth and also that offers me personal and professional growth and to. develop a long-term relationship with the organization.

CORE COMPETENCIES

▪ Sales Co-ordination	▪ General Administration	▪ Logistics
▪ Front Office	▪ Hospitality	▪ Public Relations
▪ Inventory	▪ Supply Chain Management	▪ Procurement
▪ Document Handling	▪ Store Keeping	▪ Concierge Assistance

STRENGTH HIGHLIGHTS

- Impeccable listening, oral, co-ordination and presentation skills - A self-assertive professional with strong interpersonal, networking, problem-solving, and negotiation skills
- Ability to take leadership in engaging with the relevant departments as well as independently
- Responsible for establishing the process improvements and identifying technological applications to improve existing systems to make them safer, more efficient and more reliable
- Inspecting facilities periodically to determine the defects and necessary maintenance
- Handling external or internal communication or management systems
- Arranging and coordinating meetings, Sorting and distributing incoming and outgoing post and calls.
- Management of office equipment. Maintaining a clean and enjoyable working environment
- Overseeing inventory and supply chain management as per company guidelines
- Monitor inventory of materials and equipment, coordination of projects and costing

VINOD MOHANAN NAIR
SALES CO-ORDINATOR / STORE KEEPER / STORE KEEPER / COCKTAIL BARTENDER

- Performing critical inventory tasks to real time stock including transfers and cycle counts.
- Reviewing documentation and monitor product codes to weed discrepancies; troubleshoot quantity discrepancies between stock and records.
- Developing and implementing solutions to existing operational procedures to maximize efficiency and cut operational cost
- Attending to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment
- Reviewing operations schedules and production requirements to ensure timely fulfillment of orders
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions
- Prepare, generate, and file financial inventory reports; review reports monthly with management
- Nurture positive relationships with suppliers and provide customer service as needed.
- Ensure adherence to installations, quality standards and health and safety regulations
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
- Ability to work under pressure and multitask
- Ability to follow instructions and deliver quality skills

-----**SOFTWARE & OTHER COMPETENCY**-----

- | | | |
|-------------------------|--------------------------|--------------------------------|
| ▪ Microsoft Word | ▪ Microsoft Excel | ▪ Microsoft Power Point |
| ▪ Hardware | ▪ Linux | ▪ Tally |

-----**PROFESSIONAL EXPERIENCE**-----

- **Sales Co-ordinator - Wellcare Advertising Solutions LLC Dubai, UAE (27/01/2017 - 04/12/2020)**
 - **Inventory controller - ITC Pvt LTD Kerala, INDIA (04/01/2016 - 22/12/2018)**
 - **Store keeper - Al-Rayan Klang, MALAYSIA (07/11/2013 - 15/11/2015)**
- **Cocktail Bartender - Kuramathi Island Resort, MALDIVES (10/06/2012 - 15/06/2013)**

-----**EDUCATION**-----

MBA-HR -
Madurai Kamaraj University, Madurai, 2008-2010

B Sc Tourism & Hospitality Management
Madurai Kamaraj University, Madurai, 2005-2008

Electronics & Communication
ITC Central Government of India., 2002-2004

Plus Two
Kerala State Board HSE, 2000-2002

SSLC
Kerala State Board, 2000

LANGUAGES KNOWN

English, Hindi, Malayalam and Tamil

HOBBIES

Reading Books, Drawing, Painting, Cycling and Listening to music

PERSONAL DETAILS

Date of Birth	14 th April 1983
Marital Status	
Nationality	Indian
Visa Status	Visiting Visa
Passport Number	T2573998