

VIKRAM M
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Vikrambilla462@gmail.com



OBJECTIVE :

Inventory specialist & Administrative support professional offering versatile office management skills and proficiency in Microsoft office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

SUMMARY :

EDUCATIONAL QUALIFICATION:

Qualification	Institute/University/Board	Year of Passing
BBA (1 st Class)	Sri Raghavendra Arts & Science College, Chidambaram	2021

PREVIOUS WORK EXPERIENCE:

- **MI Mobile Showroom , Chidambaram, Tamilnadu,India**
Sales Assistant 2018-2021 (Part Time)

Job Description:

- Accounts
- Manage Inventory & Prepare Mailing Labels.
- Documentation works for importing and exporting of goods.
- Handling returns goods and restore to normalize.
- Inventory Scanning.
- Internal correspondence.
- Replenishment Details Making.
- Preparation of monthly report.
- Preparation of dispatch details.
- Receiving materials in the stores and dispatches.

INTERPERSONAL SKILLS:

- Driving
- Comprehensive problem solving abilities.
- Excellent verbal and written communication skills.
- Ability to deal with people diplomatically.

COMPUTER SKILLS:

Proficient in Ms .Word & Ms Office,
Power Point
Windows and Microsoft Navision dunamic.
Internal email and Barcode label printing.

LANGUAGES:

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS:

Father Name : MUTHUKUMARAN
Date Of Birth : 11th November 2000
Gender : Male
Nationality : Indian
Material Status : Single
Religion : Hindu
Visa Status : Visit Visa
Passport No : U9530414

DECLARATION:

I hereby declare that the details provided above are true to the best of my knowledge.

Thank You

Place:
Date:

Yours Faithfully

(VIKRAM M)