

SIDHARTH. R

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CAREER OBJECTIVE

Storekeeper/ Warehouse assistant/ Follow up clerk and admin

2 Years UAE Experience
Executive Profile

Seeking a challenging position to harmonize and enhance my acquired skills in an innovative organization and to build upon a value centered work culture that promises personal and professional growth.

EXPERIENCE

➤ **Logistics Assistant**

National electronics, Mangalore, Karnataka, India (2019-20)

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Signing delivery notes upon receipt of shipments.
- Heeding notes about appropriate procedures for handling stock, particularly when fragile.
- Unpacking items and arranging these on shelves, if needed.
- Preparing our clients' orders by gathering and loading stock.
- Ensuring that the facility remains clean, sanitary, and well-organized.
- Reporting all breakages and spills.
- Offering assistance to other staff in the department during lulls in your day.

➤ **Follow up clerk and Admin**

M/s. Mobadrah Building Contracting. LLC -2018 (Qusais, Dubai, UAE)

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

storekeeper

- Grand zone shop - 2019 (Al Quoz, Dubai, UAE)
- **Fashion Consultant cum Salesman** -M- Lounge Men's clothing store- 2017-18
(Manjeri, Kerala, India)
- **Salesman** - Salman House of Building materials -2016 (Kasaragod, Kerala India)

EDUCATIONAL QUALIFICATION

- B. Com (Computer Application) - Kannur University
- Pre-University – Higher Secondary Examination Board Kerala
- S S L C – General Education Board Kerala

TECHNICAL SKILLS

- Windows, M.S. Office
- QuickBooks

ACHIEVEMENTS

- Salesman of the month
- Salesman of the quarter at M-Lounge

PERSONAL SKILLS

- Better understanding, Communication and Interpersonal skills
- Quick grasping of new concept and skills
- Quality and perfection in work
- Patient enough to handle pressures
- Adapt to any challenging work environment

PERSONAL DETAILS

- Name : SIDHARTH. R
- Sex : Male
- Marital Status : Single
- Date of Birth : 14-06-1995
- Nationality : Indian
- Visa Status : Visit

LANGUAGES KNOWN

To Speak : Malayalam, English and Hindi

To Write : Malayalam, English and Hindi

PASSPORT DETAILS

Passport No. : N 5546235

Date of Issue : 17-12-2015

Date of Expiry : 16-12-2025

Issued From : Kozhikode

DECLARATION

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

SIDHARTH. R