

DHIPIN T RAJU

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INTRODUCTION:

Results-driven able to train, monitor and encourage retail teams to give customers memorable and positive experiences. Proficient in all areas of store operations and reliable in seeking out and capitalizing on improvement opportunities. Desire to take on challenging new role with expanding operation.

SKILLS

- 4 Years of Proven Gulf experience
- Management & organizational Skill
- Strictly complied in policies-set standards
- Stock loss prevention techniques
- Stock management
- Familiar with UAE market
- supply chain knowledge
- Fair knowledge of Coordinating all the entities
- Customer Service

EXPERIENCE : 1

Organization: Green Mountains Hygiene Items Trading.

Duration : 2022 JAN to 2022 December (1 year)

Designation : Sales Coordinator

Country : UAE, Abu Dhabi

Green Mountains provide Hygiene and disposables and packing materials for restaurant, hotels and catering industries

EXPERIENCE : 2

Organization : Royal Catering LLC.

Duration : 2020 February to 2022 JAN (2year)

Designation : Sales Coordinator

Country : UAE, Abu Dhabi

Royal Catering provide Catering Services such as Commercial Catering, Fine Dining, Corporate Events, Hospitality & Public Events and Private Events in U. A. E.

EXPERIENCE :2

Organization : CARREFOUR

Duration : 2016 - 2019 July (**3Years**)

Designation : STORE KEEPER

Country : KUWAIT, Salmiya

Carrefour is a French multinational retail. The eighth-largest retailer in the world by revenue, it operates a chain of hypermarkets, groceries stores and convenience stores.

EXPERIENCE : 3

Organization : TRYE & BATTERY HOUSE,

Duration : 2013 – 2015 (Two Years)

Designation : SALES COORDINATOR

Country : INDIA, Kerala

Responsibilities as Sales Coordinator

- Leading the sales Team assigning daily activities
- Responsible to monitor and achieving the Targets of Sales Team.
- Coordinating with customers (in person, via telephone and via e-mail)
- Preparation of import export and local documentation like Quotation, Invoice, packing list, Consignment note for bank purpose.
- Follow-up with Chamber of Commerce.
- Follow-up of sales activities like payments
- Monitoring the goods movement for prompt delivery.

- Managing day-to-day transactions, Posting daily receipts.
- Monitor day to day operations such as receiving materials, issuance, stock transfer etc.
- Coordinate with suppliers for delivery follow-up.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Co-ordinate with auditors and cost controller, whenever conducting inventories.
- Daily post invoices, store requisitions in the system – **Axapta (Microsoft Dynamics)**

QUALIFICATION

PROFESSIONAL

- **MBA – Logistics & Shipping (2015- 2017)**
Bharathiar University, Kerala
- **M.Com. (Finance)**
Madurai Kamaraj university (2014-2016)

➤ **B-Com (2011 – 2013)**

CALICUT UNIVERSITY.

Certifications

EFST – Essential Food Safety Training, Abu Dhabi
IMS - certification for multiple management system standards
DCA Training – Certificate

UAE Driving License holder

PERSONAL MINUTIAE

Sex : Male.
Nationality : Indian.
Marital Status : Married
Date of Birth : 07-08-1991
Linguistic Ability : English, Malayalam, Tamil and Hindi

PASSPORT DETAILS

Passport Number : M3015532
Date of Issue : 21-10-2014
Date of Expiry : 22-06-2024
Place of Issue : Cochin

Reference

Will provides upon request

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief. If I got an opportunity to work under your esteemed organization, I assure your good self that I will perform my duties to the entire satisfaction of all my superiors.

Dhipin T. Raju