



Manu Kunjumon

Nationality: Indian **Date of birth:** 16/09/1991 **Gender:** Male

Phone number: (+91) 9605278549

Email address: kunjumonmanu413@gmail.com

Home: Pulickal House Kdamankulam Kuppakayam P O Mundakkayam, 686513 Mundakkayam (India)

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

Department Manager

Reliance Retail Ltd [21/02/2023 – Current]

City: Mundakkayam | **Country:** India

- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; and recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports and presentations by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Create an inspiring team environment with an open communication culture
- Set clear team goals
- Delegate tasks and set deadlines
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members

Store Inventory Controller

Max Fashion (Landmark Group) [01/2021 – 12/2022]

City: Kottayam | **Country:** India

- Organizing & Maintaining Inventory
- Ensure Proper Storage & Labeling of Stock
- Maintaining Clean & Safe Warehouse Spaces
- Inspecting Material For Damage Or Defects
- Selecting, Packing & Prepare Items For Shipping
- Receiving ,Inspecting & Recording Incoming Shipments
- Completing Paperwork & Digital Records For Inventory Tracking
- Use technology & machinery to select ,pack, ship order ensuring accurate and timely deliveries

EDUCATION AND TRAINING

HIGHER SECONDARY

COMPUTER SCIENCE [2008 – 2010]

LANGUAGE SKILLS

Mother tongue(s): MALAYALAM

Other language(s):

English

LISTENING B2 READING C1 WRITING C2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION A2

Hindi

LISTENING A2 READING A1 WRITING A1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / outlook, g mail etc

HOBBIES AND INTERESTS

Cooking, Listening Music

HONOURS AND AWARDS

Best Store INVENTORY Certificate - 2021 (Max Fashion)

COMPUTER PROFICIENCY

SAP, R POS, MS Office, Oracle BIP, SIM (Store Inventory Management), Internet & E- Mail