

NANDU PRASAD

LOGISTICS, WAREHOUSING ,DIGITAL MARKETING -CUSTOMER SERVICE

INDUSTRY

**** 00916238217543

□ prásadnads@gmail.com

♥ Kochi, Kerala

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EDUCATION

Bachelor of Business Administration -HRM Jaipur National University -2016-2019



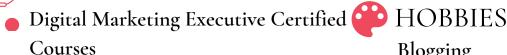
CAREER SYNOPSIS

A tenacious and self motivated business graduate with 8 years work experience in warehouse ,logistics ,hospitality and customer service management



SOFTWARE

- Microsoft office (Word, Excel, Power Point)
- SAP-ERP (Basic Level) (III) COURSES



- Advanced Level Excel, Excel Macros and VBA with Projects
- SAP-ERP Basic Level for Office work and Prospective end User
- Warehouse Management Fundamentals



EXPERIENCE

Storekeeper 2015-2018 Za'abeel Palace Dubai Asst.Storekeeper 2011-2015 Za'abeel Palace Dubai Asst. Storekeeper 2010-2011 LG Electronics



LANGUAGES

English Malayalam Hindi Tamil



SKILLS

Team Player Attitude Growth Mindset Leadership Customer Service Excellence Considerate & Positive Attitude Creative Mind



Blogging **Content Creating** Travelling **Football** Volleyball

MOCCUPATIONAL PROFILE

Warehouse storekeeper Za'abeel Palace Dubai

- Coordinated Logistics of all facilities including importing, exporting and process standardization.
- Overall responsibilities for day to day warehousing ,shipping operations.
- Ensure shipping documents are updated and in compliance (Cost statement, Certificates, Permits etc.)
- Complete daily inventory control based on part count variance, Ensure the o% stock discrepancy and take action to ensure a 100% reconciliation of inventory.

Asst.storekeeper Za'abeel Palace Dubai

- Assisting and serving customers, Clients (Dubai Royal Family Members).
- Handling complaints or forwarding serious issues to the manager om duty.
- Conducting customer transactions.
- Moved freight, Stock and other materials.
 to and from the storage and loading docks.



POSSESS TELE SALES EXECUTIVE SKILLS

Job activities include

- Influences new customers to buy products and merchandise by following a prepared sales talk on products information, price and quotations.
- Direct prospects to the field sales team when needed.
- Enter and update customer information in the database.
- Handle customer grievances to preserve the company's reputation by resolving the same.
- Contacting potential or existing customers to inform them regarding products and services.