



# NANDU PRASAD

LOGISTICS, WAREHOUSING  
, DIGITAL MARKETING -  
CUSTOMER SERVICE  
INDUSTRY

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📍 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)

## COURSES

- Digital Marketing Executive Certified 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

## HOBBIES

Blogging  
Content Creating  
Travelling  
Football  
Volleyball



## OCCUPATIONAL 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 0% 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 on 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.