






NALLURI NAREESH

CONTACT

 Dubai, UAE
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SKILLS

- Tally ERP-9
- MS-Office
- Stock auditing
- Team player
- Exceptional customer service
- Sales strategy familiarity
- Warehousing functions

ACCOMPLISHMENTS

Achieved 'Employee Of The Year Award' owing to excellent Contribution to Warehouse processes.

DRIVING LICENCE DETAILS

License No:- 4263307
Permitted Vehicle- Light Vehicle
Date of Issue- 20/04/2022
Date of Expiry- 20/04/2024
Place of Issue- Dubai

PASSPORT DETAILS

Passport No.: N7823749
Visa Type: Employment visa

PERSONAL DETAILS

Father's Name: Venu
DOB: 14th July 1995
Nationality: Indian

PROFESSIONAL SUMMARY

Forward-thinking Customer & Operations Executive with a passion for making companies the best they can be. Over 6 years of experience overseeing staff, budgets, and daily operations at large and small businesses. Expertise in **Stock auditing, Sales strategy, and Warehousing functions**. Extremely **detail-oriented and knowledgeable of the analytics** necessary to evaluate a company's performance, apply those analytics to drive the company forward and maximize profit.

WORK HISTORY

Customer & Operations Executive 01/2020 – Current
First Priority Cargo LLC – Dubai, UAE

- **Communicating with upper management** to develop strategic operations goals.
- **Monitoring operational performance** of both internal and external service providers.
- **Providing a workplace setting** that is conducive to productive work.
- **Maintaining a positive, empathetic, and professional attitude** toward customers at all times.
- **Responding** promptly to **customer inquiries**.
- **Communicating** with **customers** through various channels.
- Acknowledging and **resolving customer complaints**.
- **Keeping records of customer interactions**, transactions, comments, and complaints.

Operations Coordinator (delivery/courier Service) 01/2017 – 01/2020
Amazon – India

- **Loading, transporting, and delivering items** to clients or businesses in a safe, timely manner.
- **Reviewing orders before and after delivery** to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- **Assisting with loading and unloading** items from vehicles.
- **Accepting payments** for delivered items.
- **Providing excellent customer service**, answering questions, and handling complaints from clients.
- **Adhering to assigned routes** and following time schedules.

Warehouse Assistant 01/2015 – 01/2017
Ned Energy Ltd – India

- **Pack, stock, organize and rearrange products** in warehouse.
- **Keep neat and clean warehouse** premises.
- **Organize and maintain records** of inventories up to date.
- Monitor and manage **inventory control**.
- Manage and **handle shipping, loading, and unloading** of products.
- **Operate forklifts** and pallet jacks.

EDUCATION

B.Com, 2019
MGKVP – India

Diploma: Mechanical, 2015
MPRM Polytechnic College – India