

# SREENATH MULLACHERY



## CONTACT

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## PERSONAL INFO

Name	Sreenath M
Gender	Male
D.O.B	11-09-1991
Nationality	Indian
Language	English, Hindi
Language	Malayalam, Tamil,
Visa Status	Visiting Visa
Expire Date	30-01-2021

## COMPUTER SKILLS

- 1.VIBES( Tally ERP-9, Trade Easy, Quick Books, Peachtree.)
- 2.D.T.P( Photoshop, PowerPoint)
- 3.MS.Office(Word, Paint, Excel)
- 4.MICOM(MM&SD)
- 5.SAP(MM&SD)
- 6.BUSINESS LOGISTICS

## PERSONAL SKILLS

High attention to detail  
Ability to make quick decisions  
Ability to work independently

## CAREER GOALS

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

## EDUCATION

- **B B A**
- **PLUS TWO**
- **SSLC**

## WORK EXPERIENCE

### FATHIMA GROUP OF COMPANY UAE

# 6 YEAR WORKED AS STORE MANAGER, BILLING EXECUTIVE, LOGISTICS, DEO, And PURCHASE INCHARGE IN FAIRWAY GENERAL TRADING.

- Appropriately scheduling staff based on business trends to ensure adequate staffing at all times.
- Ordering more stock once existing levels reach a certain point.
- Putting the customer at the heart of everything the retail store team does.
- Issue customer account statements periodically or whenever necessary.
- Maintains store staff by recruiting, selecting, orienting, and training employees.
- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.
- Issue invoices and bills and sent them to customers through various channels (mail, e-mail, g-mail, outlook etc.)
- Create purchase order and quotation.
- Send remainder for payments and contact customers when assigned.
- Answer questions and handle complaints from customers regarding bills.
- Report on activity to upper management.
- Receives products and coordinates delivery.
- Oversees inventory of goods and vehicle.
- Streamlines shipping and transportation processes.

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