

RAGESH THIRUMANGALATH

SALES CO-ORDINATOR CUM WAREHOUSE IN-CHARGE

Diligent Sales Coordinator and Warehouse Supervisor offering 13 years of experience and expertise in cementing productive partnerships. Self-directed and determined in controlling inventory and meeting demands. Enthusiastic about capitalizing on in-depth understanding of developing territories and turning around sliding sales to make positive impact.

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Experience

CONSOLIDATED INDUSTRIAL SUPPLIES CO.FZE. SHARJAH,UAE

22th
FEBRUARY
2015 - 28th
MAY 2020

Sales Coordinator & Warehouse Incharge

To do all office job independently & very clearly
To prepare quotation for Customers
To arrange meeting with Suppliers
Well ability of planning
To maintain Minimum Stock Level
Arrange Pick up for importing items through shipping companies
Follow up all shipment time to time and arrange timely delivery of material for customers
To give correct instruction to subordinates
Fast and correct reporting to management
To keep good relationship with every suppliers & customers
To check market condition about each and every product in regular intervals

AL RAHMANIA AUTO SPARE PARTS TRADING AJMAN,UAE

22th MAY 2014 - 31st
DECEMBER
2014

Warehouse In-charge & Accounts Assistant

To keep minimum stock level
Identify fast moving products fix the stock level of these products
Separate moving& non moving products
To identify profitable & non profitable products
To keep warehouse neat & clean
To give correct instruction to subordinates

- Fast and correct reporting to management
- To check the price of product regular intervals
- To keep correct ledger book day book
- To do cash & credit transaction very accurately
- To mail monthly statement to all customers
- To make monthly sales profit analysis
- To identify good suppliers who supply good products in reasonable price
- To take quotation from different suppliers
- To keep good relationship with every suppliers and customers
- To check market condition about each and every product in regular intervals

**AL MEERATH U.T.
& SPARE PARTS TRD.L.
L.C
DUBAI, UAE**

17th October
2011 - 25th
September
2013

Store Keeper Cum Purchaser

- To keep minimum stock level
- Identify fast moving products fix the stock level of these products
- Separate moving & non moving products
- To identify profitable & non profitable products
- To keep store neat & clean
- To give correct instruction to subordinates
- Fast and correct reporting to management
- To purchase the products whatever, need in store
- To keep more suppliers
- To identify good suppliers who supply good products in reasonable price
- To take quotation from different suppliers
- To keep good relationship with every suppliers and customers
- To check market condition about each and every product in regular intervals

**UNGERSTEEL MIDDLE
EAST-FZE,
SHARJAH, UAE**

02nd August
2009 - 10th
September
2011

Store Keeper

- To issue material from store to factory and different projects
- Coordinate with head of department and submit correct report what they need
- To make purchase orders and issue vouchers
- Give monthly report to purchase & accounts department
- To keep store neat & clean
- To put the material in correct location properly
- To maintain minimum stock level
- To check the materials with LPO
- Prepare material movement analysis sheet monthly

Advanced Composites

- FZE, Sharjah, UAE

13th July 2007 - 27th June
2009

Ashique Export (p) Ltd

- Chennai INDIA.

8th February
2005 - 10th
May 2007



Education

Thiruvangoor High

School

1998 - 1999

University Of Calicut

1999 - 2001

University Of Calicut

2002 - 2004



Projects

Advanced Composites

- FZE, Sharjah, UAE

Advanced Composites

- FZE, Sharjah, UAE

Advanced Composites

- FZE, Sharjah, UAE

UNGERSTEEL MIDDLE

EAST-FZE,
SHARJAH,UAE

Time Keeper & Store Assistant

To prepare time sheet & Daily Attendance sheet

Coordinate with head of Department time to time and submitting the reports.

To calculate Monthly salary of Labors.

Assist Store Dept

To do all office work very neatly & speedily.

Maintain the time sheet regularly.

To prepare vehicle time sheet separately.

To maintain minimum stock level

To submit monthly stock report correctly and perfectly

Store Assistant

To prepare Daily Issues & Receipts sheets

Coordinate with Department Heads & Subordinates

To maintain minimum stock level.

To prepare store issue voucher

To check all material

To do all store work independently

10th

Pre-Degree

B.Com

Palm Jebel Ali Crescent (District Cooling Project, Dubai)

Jumeirah Village South - Circle (Palm District Cooling Project, Dubai)

Jumeirah Village South - Triangle (Palm District Cooling Project, Dubai)

DUBAI AIRPORT TERMINAL 3

Steel Structure Construction

UNGERSTEEL MIDDLE
EAST-FZE,
SHARJAH,UAE

UNGERSTEEL MIDDLE
EAST-FZE,
SHARJAH,UAE

Knauf RAK FZE Construction Project

Steel Construction Work

DUBAI METRO PROJECT

Other Info

Skills

MS Office
Warehousing functions
Stock management
Order picking and processing
Supervision

Exceptional time management
skills Utilization reporting
Sales expertise
Product and service sales
File and records management
Account servicing
Systems and software programs
Expense reporting
Product promotions
Revenue
Generation
Records management
Strategic Planning
Interpersonal communication
skills
Account development
Upselling
Recordkeeping
Stocking and replenishing
Account management
Able to Operate Forklift

Interest

READING BOOKS
MUSIC
CRICKET
FOOTBALL
SWIMMING

Languages

English
Malayalam
Hindi
Tamil

Others

Smart shop
e-simple standard
Tally ERP
Navision

Certificate in computerized
accounting

