

Deepak Nai

Seeking a challenging opportunity in an Organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfillment of organizational vision.

✉ deepaknai27495@gmail.com

☎ 7303050949

📍 Flat No.704, A/3 Wing, Aashirwad Bldg, R S Marg, Malad (East), Mumbai-400097, Mumbai, India

📅 27 April, 1995

WORK EXPERIENCE

Sales & Inventory Executive

Aksht Impex

11/2016 - Present

Mumbai

Diamonds Manufacturer, Importer, Exporter and Traders

Responsibility

- Check all shipment and receiving Accomplishments n/a Skills Used Restock, and clean Display organizes work areas up to par.
- Maintaining optimal stock levels to ensure timely availability of products.
- Preparation of the Stock Ageing report for the management reviews. (Moving items & Non Moving item)
- I am coordinating with sales team, to give the good sales business to our company.
- Responsible for the recording of all incoming and outgoing stock, in addition to maintenance of an organized stock room
- Effectively maintained track overall back stock items, processing of damaged items, company returns, as well as scanning markdowns in an effective and timely manner while maintaining all duties of a sales associate as required in addition to stock management.
- Ticket all merchandise with proper information including Manufacturer, Style Number, Serial Number, Price, Available design changes and Alterations, and Color Variations.
- Excellent customer service attitude and the ability to interact with customers in a professional manner
- Meet with Clients as needed to provide a view and address any issues
- Producing general correspondence for both internal and external stakeholders. , (exports, imports and custom clearance work)

Accounts Executives

Omkar Apparel

01/2015 - 02/2016

Mumbai

Manufacturer Of Western Outfits

Responsibility

- To update the records of daily transactions carried out at the store and tallying with the inventory sold.
- Keeping an update on inventory as well in regards to selling and purchasing of any new stock at store.
- well versed with maintenance of accounts in system.

Accounts Executives

Insurance & Financial Consultant

10/2013 - 10/2014

Mumbai

Pawanraj Mehta (LIC Agent)-Member of the Corporate Club for Agents

Responsibility

- To update the LIC policy client details in excel sheet.
- Making a database of clients on excel and updating it on regular basis.
- Maintaining records or bank details in tally
- Complete excel based work, little updation on systems.

SKILLS

MS-CIT (Maharashtra State Certificate In Information Technology)

MS Office

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

Gujarati

Native or Bilingual Proficiency

Marathi

Professional Working Proficiency

INTERESTS

Listening to Music

Travelling

Web Browsing

EDUCATION

EDUCATION

Bachelor Of Commerce (B.Com)

University Of Mumbai / BalBharati's M.J. Pancholia College

06/2012 - 05/2016

Mumbai

Courses

- Financial Accounting and Auditing

HSC

Maharashtra State Board / BalBharati's M.J. Pancholia College

06/2010 - 03/2012

Mumbai

SSC

Maharashtra State Board / N.V. High School

03/2010

Mumbai