



Robin I D
Mobile : +91 9995109198, +91 9747533221
Address: Iynadan, Kuttikad, Thrissur,
Kerala, India- 680 724

Linkedin.com/in/robin-id-981411144
Email: robin.robinid.id@gmail.com

Personal Summary

I worked as a Sales Representatives / Sales assistant / Bond Assistant in Warehouses of KSBC.

I seek good position in, Accounts, marketing, sales, or Technical in middle or entry level

Work Experience

- 1. 2 Years experience as an Accountant with P.K Thomas Chartered Accountant (2015-16, 2016-17)**
- 2. Sales Assistant/ Sales Representative**

Employer Name: Alapatt Brothers, Cochin , 682011	Employment Dates:(ie june 2008 – Present)
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Duties & Responsibilities

- ❖ Every day presents in the warehouse and immediate inform to the company about arrival of consignment, various complaint of our product
- ❖ Collection of sales datas from warehouse issued to different channel like KSBC Shops, Consumer Fed, Beer & Wine Parlours and other licences
- ❖ Remittance of Special Transfer Note to KSBC for issuing our product to KSBC FL-1 shops
- ❖ Collection of Excise Verification Certificates, Nil Certificates, and other various stock certificate
- ❖ Take necessary arrangement for displaying our products.
- ❖ Assist to achieve sales target
- ❖ Inventory control, Stock control, Maintain necessary registers etc...

Education

- ✓ Bachelor of commerce degree (B.Com) from Calicut University in 2003

Professional Training

- ✓ Electrician from Indian Technical Educational Society Mumbai.(ITES) in 2007

Training Period (2006-2007 1 year)

Computer Skills

- ✓ PGDCA Course completed from IHRD
Training Period (2003- 2004 1 year course)
 - Oracle
 - C, C++
 - Java
 - Linux
 - Project Work

MS office (Word, Excel)

Known Languages

- ✓ English (Working Knowledge)
- ✓ Malayalam (Native Language)
- ✓ Hindi (At least)

Others:

Hobbies : Hearing Music, Reading, Playing

References:

Alapatt Brothers

Mahakavi G Road

Karikkamuri Lane

Cochin -682 011 (My current Employer)