



Contact

Phone

+971558312723

Email

teenajohnsonnetto02@gmail.com

Address

Sharjah ,United Arab Emirates

Education

BBA

NEFTU (the Degrees awarded by them are recognized by the UGC)

Skills

Soft Skills:

- Time Management
- Organizational Skills
- Attention to Detail
- Interpersonal Skills
- Problem Solving
- Communication
- Adaptability
- Teamwork
- Stress Management
- Initiative

Hard Skills:

- Inventory Management
- Data Entry
- Stock Control
- Shipping/Receiving
- Organizational Skills
- Multi-tasking
- Computer Literacy
- Attention to Detail
- Time Management
- Problem-solving

TEENA JOHNSON NETTO

Inventory/Logistic Assistant

Experienced Inventory assistant with 3 years of proven success in inventory and distribution procedures. Skilled at improving inventory workflows, enhancing logistical processes and leading a successful team.

Dedicated and results-oriented Customer Service Representative with five years of experience in the retail industry. Skilled in delivering exceptional customer experiences by actively listening, understanding needs, and providing timely and effective solutions.

Looking for opportunities in a growth-oriented company where I can further develop my expertise in online marketing strategies.

Experience

2021 - present

RAMEZ INTERNATIONAL GROUP (UAE)

Inventory assistant

Inventory Associate with 3+ years of experience handling inventory operations. Knowledgeable in auditing inventory and tracking stock levels. Expert in using inventory systems and managing assets accurately.

Duties And Responsibilities

- Ordering inventory from vendors and suppliers and securing shipment arrival times
- Managing inventory by stocking and cataloging products for a business
- Performing quality checks on stored inventory and discarding inventory that does not meet the company's standards
- Updating inventory count and maintaining inventory records to share with management and other stakeholders in the business
- Reporting discrepancies in inventory that indicate theft, such as too little inventory at last count
- Implementing loss prevention programs to prevent theft
- Obtaining estimates and price details from different vendors to compare costs
- Researching the accuracy of product details and testing new products

Skills

Soft Skills:

- Active listening
- Communication skills
- Empathy
- Patience
- Flexibility
- Positive attitude
- Conflict resolution
- Continuous learning mindset
- Time management
- Negotiation skills

Hard Skills:

- Point of Sale (POS)
- Sales floor
- Outbound calls
- Customer information
- Ability to hit sales goals
- Ability to hit sales goals

Language Skills

- English -Fluent
- Arabic -Conversational
- Hindi-Proficient
- Malayalam-Native

Hobbies

- Blogging
- Learning Languages
- Photography
- Travel
- Listening to Music

Experience

2018 - 2021

RAMEZ INTERNATIONAL GROUP (UAE)

Customer Service Associate

Experienced customer service representative with quick adaptation and excellent verbal and written communication skills to provide optimal efficiency in a fast-paced work environment. Application of extensive knowledge assists in an informed and pleasing experience for customers, as well as fellow associates.

Duties And Responsibilities

- Consistently met and exceeded department expectations for productivity and accuracy levels.
- Described merchandise and explain an operation of merchandise to customers.
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Monitored product standards, examining samples of raw products and processing tests, to ensure the quality of all finished products.
- Actively suggested operational improvements to enhance quality, improve production times and reduce costs.
- Check to ensure that appropriate changes were made to resolve customer' problems.
- Help assess current processes and develop updated processes, within my team, to improve efficiency and accuracy.
- Create training schedules and guidelines and provide training to new employees on sap and customer service.

Declaration

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.



DATE:

PLACE:

Signature: