

# CURRICULUM VITAE



## **VINOD BHAGWANI**

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### **CAREER OBJECTIVE:**

To secure a challenging career with Dynamic, Servicing, Progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity contribute in the development.

### **WORK EXPERIENCE :**

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#### **Vivanta General Trading - Dubai, UAE**

**Worked as Warehouse In charge from March 2015 till Feb 2019**

##### **☛ Duties & Responsibilities**

- Knowledge of Warehousing and Inventory System.
- Responsible for receiving, storing and delivery of items.
- Supervise day- to- day operation in warehouse.
- Preparing Sales Invoices as per Sales order received.
- Prepare Shipping document and other related paperwork.
- Check and verify warehouse materials periodically and maintain record of product and equipment.
- Supervision of Transportation and timely customer delivery.
- Preparing petty cash vouchers for day to day expenses and providing details to Accounts Department.
- Responsible for supervising and guiding staff.

#### **Textiles - Dubai, UAE**

**Worked as Sales Man in Textiles from 2013 till Feb 2015**

#### **Garment Shop - Rajasthan, India**

**Worked as Sales Man for Five Years**

##### **☛ Duties & Responsibilities**

- Immense knowledge of wide range of product being sold.
- In-depth knowledge of the Garments and Textiles
- Excellent communication and listening skills.
- Uncommon customer service and sales skills.
- Great organization skills and the ability to memorize stock.
- Extremely self-motivated, honest, Polite and Honest.
- Immense passion dealing with the public and strong enthusiasm and interest in merchandise being sold
- Strong stamina and ability to spend lots of time on the feet, especially during busy periods such as Festival sales.

## **EDUCATIONAL QUALIFICATION**

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☛ B.Com

## **LANGUAGES KNOWN**

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☛ English, Arabic, Hindi ,Malayalam & Pashto

## **COMPUTER KNOWLEDGE**

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☛ Basic Computer  
☛ Tally and Peachtree

## **PERSONAL INFORMATION**

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Date of Birth : 03.03.1992  
Nationality : Indian  
Gender : Male  
Marital Status : Single

## **PASSPORT DETAILS**

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Passport No : K 1174499  
Date of issue : 22.11.2011  
Date of expiry : 21.11.2021

## **DECLARATION**

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I would be very grateful if you consider my application for a suitable post and can assure you that I can discharge my entire obligation to your utmost satisfaction and will always strive for your betterment of your firm

**VINOD BHAGWANI**