



CONTACT

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Address

Al karama

EDUCATION

PG Diploma Shipping & Logistics
Bharathiyar University - India
(2012-2013)
Bachelor of Business

SKILL

- Writing skills
- Public speaking
- Ability to work under pressure
- Conflict resolution
- Communication skills
- Interpersonal skills

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL

HOBBIES

- READING
- SWIMMING
- MUSIC
- PRAYER
- FOOTBALL

AJIN DEVARAJ

STOREKEEPER AND STORE INCHARGE

To ensure uninterrupted supply of materials and store without delay to various production and service departments of the organization. To prevent over-stocking and under-stocking of materials. To check all materials in terms of quality and quantity. To minimize storage costs.

WORK EXPERIENCE

Event Galaxy and Original Media - Singapore 2020-2024

STORE IN-CHARGE AND STOREKEEPER

General Meat Corporation - Singapore 2016-2020

STOREKEEPER

ECS EXPORT AND IMPORT INDIA 2013-2016

STOREKEEPER

RESPONSIBILITIES

- Managing inventory
- Maintaining records and withdrawals at the stockroom.
- Loading, receiving, and shelving supplies.
- Inspecting deliveries and rotating stock.
- Organizing and maintaining stock
- Receiving and dispatching goods
- Keeping records of transactions
- Ensuring the smooth operation of a store or warehouse
- Training store staff and ensuring the store area is clean and organized.
- Handling Customer Service and Mediating Conflicts
- Planning promotional campaigns
- Keeping the store clean and organized
- Handling hazardous materials
- Operating equipment (e.g., forklifts)
- Creating business strategies to attract new customers, expand store traffic, and enhance profitability
- Ensuring store compliance with health and safety regulations
- Delivering excellent service to ensure high levels of customer satisfaction
- Monitoring inventory levels and ordering new items
- Developing and arranging promotional material and in-store displays
- Preparing detailed reports on buying trends, customer requirements, and profits
- Undertaking store administration duties such as managing store budgets and updating financial records
- Organizing all store operations and allocating responsibilities to personnel
- Supervising and guiding staff towards maximum performance
- Preparing and controlling the store's budget aiming for minimum expenditure and efficiency