



ANANDHU SUBHASH

ABOUT



0566211207



anandhuhitechmedgas@gmail.com



Abu Dhabi

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 18/09/1994
Marital Status : Married
Passport No : M7075263
Date of Expiry : 15/03/2025

KEY SKILLS

- Payroll Management
- Store Opening and Closing
- Sales Strategies
- Policies and Procedures
- Cash Management
- Inventory Management
- Pricing Strategies
- Customer Service
- Staff Supervision
- Recruiting and Hiring
- Communication
- Self-Motivation
- Leadership

SOFTWARE PROFICIENCY

- MS Office
Word | Excel | PowerPoint

PROFILE SUMMARY

Experienced Storekeeper with a demonstrated history of working in various industries. Skilled in inventory management, stocktaking, and ensuring efficient storage and distribution of goods. Proficient in maintaining accurate records and implementing effective inventory control measures. Strong organizational and time management skills with a commitment to ensuring a well-organized and efficient warehouse. Seeking to leverage background and skills in a dynamic organization.

WORK EXPERIENCE



Store Keeper

Hitech Medgas Solutions
Kollam, Kerala, India

03 Years

Roles & Responsibilities :

- Managing and maintaining inventory levels, including receiving, storing, and issuing goods.
- Monitoring stock levels and conducting regular stock checks to ensure accuracy and minimize discrepancies.
- Processing purchase orders, requisitions, and delivery notes, and ensuring timely delivery of goods.
- Inspecting incoming goods for quality and quantity, and ensuring they meet the required standards.
- Ensuring proper storage of goods to prevent damage or spoilage, and maintaining a clean and organized warehouse or storeroom.
- Keeping accurate records of stock transactions, including receipts, issues, and returns.
- Generating reports on stock levels, movements, and trends to inform decision-making and planning.



Accountant

Oman Oil
Muscat, Oman

05 Years

Roles & Responsibilities :

- Complied with all company, local, state, and federal accounting and financial regulations.
- Compiled, analyzed, and reported financial data.
- Created periodic reports, such as balance sheets, profit & loss statements, etc.
- Presented data to managers, investors, and other entities.
- Maintained accurate financial records.
- Performed audits and resolved discrepancies.
- Computed taxes.
- Keep informed about current legislation relating to finance and accounting.
- Assisted management in the decision-making process by preparing budgets and financial forecasts.

LANGUAGES KNOWN

English	●	●	●	●	●
Hindi	●	●	●	●	●
Malayalam	●	●	●	●	●
Tamil	●	●	●	○	○
Arabic	●	●	●	●	○

HOBBIES & INTERESTS

- Music
- Sports
- Fitness

EDUCATIONAL QUALIFICATION

- **B.com** (Manonmaniam Sundaranar University Tamil Nadu, India)
- **STCW** (Maritime Fundation, Chennai, Tamil Nadu, India)
- **ITI in Automotive** (Govt ITI Chandanathope, Kerala, India)
- **Higher Secondary** (Board of Higher Secondary Education Kerala, India)
- **Secondary** (Board of Public Examination Kerala, India)

STRENGTHS & QUALITIES

- Commercial Awareness
- Teamworking Skills
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

ANANDHU SUBHASH