



Name: Arivazhagan guna

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CAREER OBJECTIVE:

- To get associated with a progressive organization with better growth prospects, prove my capability, utilizing my educational knowledge, both theoretically and practically sharpens my skills to excel in my field of expertise. Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovation and flexible.

CAREER PROFILE:

- To secure a challenging position of **STOREKEEPER** for mutual benefit if given a chance in your reputed organization to facilitate professional growth based on my qualification and experience, while embracing new methodologies & strategies to remain competitive in the market.

➤ EMPLOYMENT HISTORY:

- 1. Employer** **National Corporation for Tourism & Hotels, Abu Dhabi, UAE.**
 - Designation : Storekeeper
 - Location : Abu Dhabi
 - Job Duration : November 2008 to till date.
- 2. Employer** **Kurinchi supermarket**
 - Designation : Storekeeper
 - Location : Tamilnadu (Chennai)
 - Job Duration : Feb.2006 to Nov 2007

CURRENT JOB LOCATION:

- **National Corporation for Tourism & Hotels, Abu Dhabi, UAE.**
- **Location: S.O.C NAHEEL CATERING NCTH**
- **Position: Storekeeper**
- **Department: Catering Support Services division.**

PROFESSIONAL EXPERIENCE:

- **Receive the goods from suppliers and check whether they meet the requirements mentioned in the purchase order.**
- **L p o making.**
- **Arrange received the materials as required.**
- **Ensure that the materials are stored safely.**
- **Keep a record of receipt and issue of goods**
- **Issue materials according to the requirements.**
- **Dispatch purchase requisition for buying fresh goods.**
- **Manage at the store.**
- **Maintains inventory by conducting monthly physical counts, Variance, inputting data.**
- **Monthly reconciliation.**
- **Daily food cost monitoring.**
- **Chiller. Freezer temperature monitoring.**

➤ **Summary.**

- *Willing to work hard.*
- *Self-disciplined & self-motivated.*
- *Strong personality.*
- *Ability to handle stresses & assumes responsibility.*
- *Ability to work under pressure.*
- *Enjoy team work spirit.*
- *Soft spoken, debonair and disciplined.*
- *Pleasing personality.*
- *Efficient to build a good relationship, utilize skills of workforce.*
- *Young, Energetic and result oriented professional with a good academic background.*
- *Excellent communication and interpersonal skills.*
- *Good team player with excellent team handling and leadership skills.*
- *Adept at learning new concepts quickly, working well under high pressure.*
- *Excellent decision making skills with a positive approach.*

➤ **Education Qualification.**

- *HSSLC Passing Year 2005.*

➤ **High field Qualification**

- *H A C C P. Level 2 Certificate number*
- *ADNOC FIRE AWARENESS TRAINING CERTIFICATE*

➤ **Computer skills**

- **Basic Computer**
- **Windows Operating System**
- **MS Office(Word, Excel, PowerPoint)**
- **ERP**
- **Beams(Business Transaction Software)**
- **SAP(Business Transaction Software)**
- **Good knowledge of hardware, software & internet.**

➤ **EXPERIENCE CERTIFICATE**

- **10 YEAR EXPERIENCE IN NCTH ABUDHABI-UAE**
- **ELEMENTARY FOOD HYGINE CERTIFICATE-2012**
- **BEST HYGINE &HSE PRACTICES AWARD-2013**
- **CERTIFICATE OF APPRECIATION BY NCTH CATERING-2017**

➤ **Personnel Details:**

Name	:	Arivazhagan guna
Father's Name	:	Gunasekaran nagraj
Date of Birth	:	9th June 1990
Place of Birth	:	Tamilnadu(Chennai)
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages	:	English, Arabic, Hindi& Malayalam&Telugu

➤ **Passport Details :**

Passport Number : **S 5791994**
Date of Expiry : **10-07-2028**
Visa Status : **Employment Visa**
Mobile No. : **+971-509497280**

➤ **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Thanking you For Anticipation,

Date:

(ARIVAZHGAN GUNA)

Place: