



# SHYAMSUNDER MARGAM

**Date of birth:** 06/05/1989 | **Nationality:** Indian | **Gender:** Male  
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## ABOUT ME

Seasoned retail entrepreneur with 5 years at Jai Bhavani fertilizers, adept in store operations and customer service, eager to apply expertise to enhance team success.

## WORK EXPERIENCE

01/08/2018 – 15/01/2024 Gundampally, Jagtial, India  
**STORE KEEPER AND CASHIER** JAI BHAVANI FERTILIZER SEEDS AND PESTICIDES AND JAI BHAVANI DIGITAL SEVA CENTER

- Procure and maintain an appropriate inventory of fertilizers, seeds, and pesticides.
- Monitor stock levels and order new supplies.
- Maintain storeroom inventory clean and tidy, and ensure that the products are stored in a safe and well-organized manner.
- Stay informed about the latest products and provide accurate information and advice to customers about the proper use, application, and benefits of different products.
- Maintain records of product sales, including customer information and purchase details. Keep track of inventory turnover and product shelf life.
- Processed accurate and efficient cash and credit transactions.
- All types of online applications, like passports, PAN cards, education, social welfare registrations, and documentation.
- Banking AEPS services (Cash withdrawals, deposits and transfers)
- Printing, Scanning documents and Data entry services

## EDUCATION

06/2007 – 04/2011 Karimnagar, India  
**BACHELER OF SCIENCE** Shivani Degree and Pg. college

**Field of study** Mathematics, Physics, Chemistry | **Final grade** 62%

## LANGUAGE SKILLS

Mother tongue(s): **TELUGU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	B2
HINDI	B2	B1	B1	B1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## CERTIFICATIONS AND TRAININGS

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06/2023 – 10/2023  
**Data Science**

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**Scholiverse Educare Private Limited (Internshala Trainings)**

- Advanced Excel
- SQL, Tableau, ML with Python

03/2022 – 09/2022  
**Store keeper**

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**Sathya Disha Trainings Pvt. Ltd.**

**Key Skills:**

Inventory organization, prepare index form, receiving Inventory from supplier's check delivery note as per the indent form, LPO and specification copy, Prepare issue note as per the requirement, recording inventory data, checking orders, interacting with suppliers, co-workers, supervisors and sometimes customers, taking safety protocols for handling hazardous materials,

01/2017 – 06/2017  
**P.G.Diploma in Computer Application**

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**IQ Minds Educational Academy**

- Basic Computer knowledge
- M S Office (Word, Excel, Power point)

## SKILLS

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1. **Inventory Management:** Ability to track and manage inventory levels, including receiving, storing, organizing, and issuing goods.
2. **Attention to Detail:** being meticulous in recording inventory data, checking orders, and ensuring accuracy in stock counts.
3. **Organization:** the ability to maintain a well-organized and tidy storage area, facilitate efficient retrieval of goods, and minimize errors.
4. **Communication:** Effective communication skills are essential for interacting with suppliers, co-workers, and sometimes customers.
5. **Computer Skills:** Familiarity with inventory management software to process transactions, Windows administration, software and hardware installation spreadsheets and other relevant computer programs for tracking inventory levels and generating reports.
6. **Physical Stamina:** Storekeepers often need to lift and move heavy objects and spend extended periods on their feet.
7. **Problem-Solving:** Ability to troubleshoot issues related to inventory discrepancies, damaged goods, or delayed shipments.
8. **Teamwork:** Collaboration with colleagues in various departments, such as purchasing, logistics, and sales, to ensure smooth operations and customer satisfaction.
9. **Knowledge of Safety Procedures:** Understanding and adhering to safety protocols for handling hazardous materials, operating equipment, and maintaining a safe work environment.
10. **Time Management:** Efficiently managing time to prioritize tasks, meet deadlines, and handle multiple responsibilities simultaneously.
11. **Numeracy Skills:** Basic math skills are necessary for tasks such as counting inventory, calculating reorder points, and reconciling discrepancies.
12. **Customer Service:** Providing assistance to customers when necessary, including locating items, answering inquiries, and ensuring a positive shopping experience.

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*I hereby declare that all the information provided in this resume is true to the best of my knowledge.*

**Yours sincerely,**

Shyamsunder Margam