

Summary

A hard working and meticulous Store Keeper who can handle, customer relationship, delivery, stock keeping and office administration . Looking for a suitable position where I can utilize the best of my skills and abilities in helping performing my duties and actively playing a vital role in the development of the organization.

Experience

Totally **8 + years** of experience in Supermarket field and having experience as a Store Keeper.

- Currently working as a **Store Keeper** in the field of Supermarket at **Namarari Supermarket Center** , Dubai, U.A.E.
- **3 years and 2 Month** of experience in the field of Supermarket at **Baqula**, AbuDhabi, U.A.E. as **General Helper**.

Qualification

Secondary School Leaving Certificate - 2006.

Software skills

- Enterprise resource planning (ERP)

Roles and Responsibilities

- Maintain inventory.
- Stock keeping of all incoming goods.
- Placing Order and receiving supplies
- Contacting vendor and discussing discrepancies if any against purchase orders.
- Performing general office and administrative tasks
- Maintaining a cordial relationship with all staff.
- Observe safety regulations, utilize the database to track parts and supplies.
- Prepare purchase requisition.
- File maintenance for all outgoing/incoming materials.

- Maintaining good customer relationship
- Planning and handling timely delivery

Personal Profile

Father's Name : SelvaRaj
Sex/Date of Birth : Male / 25-02-1990
Nationality : Indian
Marital Status : Single
Languages Known : English, Tamil, Hindi and Malayalam
Passport No. : T0482190
Place of Issue : Madurai
Permanent Address : Ramanathapuram (Dis), TamilNadu, India, PIN– 623708.

My Strengths

- Good communication and interpersonal skills
- Open to learn new skills and willing to work long hours as required
- Good sense of humor
- Able to work under pressure
- Self Learner
- Trustworthy

I declare that the particular quoted above are true and correct to the best of my knowledge and belief.

DATE : 30-05-2022

Yours truly,

PLACE : Dubai

GOPIKRISHNA SELVARAJ