

KUNTALA SAI KRISHNA

STORE INCHARGE / INVENTORY / SALESMAN



CONTACT

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DUBAI U.A.E

EDUCATION

2011-2015

BTech

JNTUH UNIVERSITY

2009-2011

INTERMEDIATE

SR JUNIOR COLLAGE

EXPERTISE

- Inventory Management
- MS Internet Browsing
- Computer Expertise
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Data Analysis and Reporting
- Problem-Solving Abilities

LANGUAGES

- English
- Hindi
- Telugu

PROFILE

Proficient in overseeing stock levels, conducting audits, and implementing efficient ordering systems. Proven track record of optimizing warehouse layout for improved productivity. Strong attention to detail and excellent problem-solving skills. Committed to maintaining a safe and organized work environment.

WORK EXPERIENCE

G4S / ADNOC / NEW WESTZONE GROUP (2015-2021) MESSENGER

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Manages incoming mail so that it is opened, sorted, and distributed in A professional and timely manner.
- Processes outgoing mail.

COMPANY NAME - G4S MESSENGER ABUDHABI (2015- 2021) MESSENGER & MAILING CLERK

- Sort and collate incoming and outgoing mail.
- Weigh mail to determine the correct postage.
- Open mail addressed to the office and discard junk mail.
- Record register mail.
- Use fax and scanning machines.
- Check for contraband.
- Time/date stamp all incoming/outgoing mail.

WESTZONE GROUP (2022- CURRENT) STOREINCHARGE & INVENTORY & SALESMAN

- Replenish supply inventories following established guidelines of the company.
- Maintain a neat, clean and safe working environment as per government regulation.
- Manage the store layout.
- Supervise other staff members and keep a record of sales
- Receive, upload and shelf all supplies.
- Perform stock related duties like returning, packing, labelling and pricing goods.
- Inspect delivers for discrepancy or damage.
- Report damaged inventories for record-keeping and reimbursement
- Rotate stock and dispose of surplus and expired quantities
- Coordinate and handle freight and movement of equipment
- Keep an Organised allocation of inventory placed in warehouse and store

DECLARATION -

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.