



# SHANMUGA SUNDARAM J

STORE KEEPER & FINANCE EXECUTIVE

## PROFILE

"Highly organized storekeeper with 8 years & Asset Accountant 3 year of experience managing inventory effectively and ensuring smooth operations. 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."

## CONTACT



+971 52 686 8391



ssundaram\_jp@hotmail.com



Sonnapur, Dubai, UAE.

## EDUCATION

### BA HISTORY

Tamil Nadu Open University, Chennai -  
2014

### SECONDARY SCHOOL LEAVING CERTIFICATE

Private - Chennai  
2010

## TECHNICAL SKILLS

- Tally.ERP9.1 Version and Tally Prime and Tally Server 9
- Microsoft Office: Excel, MS Word
- Zoho CRM, SAP, Microsoft Dynamics NAV (ERP SOFTWARE)
- Operating Systems - Windows OS Linux

## EXPERIENCE

### STORE KEEPER

#### Grand Service Stations., Dubai ,UAE

#### 2022- Still Date

- Planning promotional campaigns for new products or specials.
- Organizes and maintains storage and inventory areas for efficient material storage and handling, including labelling/tagging, stocking and organizing stock items on shelving.
- Ensure storage of goods follow the first in first out (FIFO) method
- Manage inventory/supplies and ensure they are within the minimum and maximum levels.
- Reviews Delivery records, monitor GRN, file until invoice is received
- Prepares re-order reports with quantities required for inventory stock and forwards to Purchase department for ordering
- Distribute assign all jobs to all colleagues/staffs, subordinates & handle them as per their calibre
- Verify goods when new consignment is received, through MRF (Material Received Form), check its expiry, shelf life & condition. If any shortage or excess inform to concern authorities.

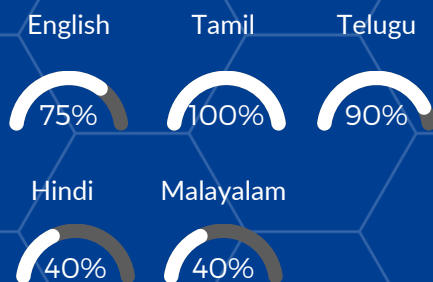
### FINANCE EXECUTIVE

#### Jupiter Sea and Air Services - Chennai, TN, India

2018 - 2021

- Prepared Updating and of Sales Invoices
- Updating of Customer Collections
- Month end billing closing and prepared P&L
- Weekly debtors outstanding given to management
- Passing Journal entries for Expenses. Ensuring timely payments to suppliers.
- Weekly creditors outstanding given to management
- Preparing monthly bank reconciliation statements and reporting to the management
- Preparing monthly bank reconciliation statements and reporting to the management

## LANGUAGE



## SKILLS

- Materials Handling
- Inventory Reports
- Stock Control
- Problem solving
- Point of sale (POS)
- Cash handling
- Financial software
- Computer Proficiency
- Stock In Charge
- Supplier coordination
- Leadership
- Teamwork

## DECLARATION

I hereby declare that the above given information are correct and true to the best of my knowledge and hope a challenging career in your company.

## REFERENCE

- Handling Payroll. Preparation of Attendance Register.
- Preparing monthly TDS calculated and Remit.
- Preparing staff salary statements on monthly basis
- GST Reports – GSTR1, Monthly ESI and EPF Remittance
- Rent payments & Agreement Renewals follow ups for other branch's offices
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Maintenance of Inter Branch Transactions
- Maintaining of Sales Registers, Purchase Register, Ledger Accounts
- Responsible for preparing Bank Reconciliation Statements on a monthly basis..
- Reconciling monthly supplier statements and issue of payments
- Maintaining Monthly bills, Collection of Cash and Issuing Receipts

### SENIOR STOREKEEPER

#### Akas Medical – Chennai, Tamil Nadu, India

2015 – 2018

- Overall responsibilities for stores & inventory control.
- Taking the inventory after closing the month and reporting to HOD.
- Manage all the operations of Air Cargo, Surface Cargo and Courier Mode.
- Prepare detailed reports on buying trends, customer needs, and profit margins, and present these reports to company leadership
- Arrange promotional material and in-store displays
- Physical Verification of Stocks every month on random basis & 100 % every quarter.
- Maintain track record of the balance material in the specific location of the site.
- Undertake store administration duties such as managing store budgets and updating financial records.
- Preparing Monthly Report (inventory Of Materials on Month Basis)
- Managed and maintained receipt, shipment, and handling of incoming and outbound shipments from shipping and receiving.

### PURCHASING ASSISTANT & STORE KEEPER

#### Agni Automation & Accessories. Chennai, Tamil Nadu, India

2009 – 2015

- Maintained accurate inventory of all items in the stockroom
- Stock counting/inventory accuracy checks and ensure that the goods inward / stock control department is well organized and controlled to sufficiently support production.
- Ensures incoming parts are received and managed appropriately according to company procedure through an ERP system
- Periodically verify inventory computations' accuracy by comparing them to physical counts of stock, investigate discrepancies and adjusts errors.
- Prepare the Goods Received Note (GRN) for all incoming materials and Goods Issuing Note (GIN) for all outgoing materials.
- Prepare reports on purchases, including cost analyses
- Negotiate contract terms of agreement and pricing
- Compare and evaluate offers from suppliers
- Prepare purchase orders and ensure accuracy in terms of quantity, specifications, and pricing.
- Maintain accurate records of purchases, pricing, and supplier information
- Resolve any supply, quality, or delivery issues in a timely manner.