

Karthik Ravichandran

Store Supervisor

106/2 Taskend Street, Perundurai, Erode, Tamil Nadu, India – 638052

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Profile Summary

Seasoned professional with 14 years of experience in administrative roles such as Administrative Assistant, Bond Assistant, Store in Charge, and Computer Operator. Skilled in office management, data entry, inventory control, and customer service, with a proven track record of success. Possesses strong organizational, communication, and problem-solving abilities, contributing effectively to team objectives and organizational success.

Skills

Team Work, Stock record and Maintenance, Inventory Control, Calendar Management, Customer Service, File Management, Research, Data Entry, MS Word, MS Excel, MS Power Point.

Education

- Diploma In Electronics and Communication Engineering, Nandha Polytechnic College, Erode.
 - SSLC Government Boys Higher Secondary School, Perundurai.
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Experience

Administrative Assistant

Dec 2023 – Present

Perundurai SIPCOT Textile Processors Association (PSTPA), Perundurai

- Coordinating and scheduling meetings, appointments, and Travel arrangements for senior management.
- Maintaining and organizing physical and digital files and records.
- Monitoring and ordering office supplies and equipment.
- Assisting with basic accounting tasks, such as processing invoices and expenses.

Bond Assistant, Catering Delivery

March 2017 – April 2023

Qatar Airways, Doha

- Inspected stock to identify shortages, replenished supply, and maintained consistent inventory levels.
- Followed safety protocols to ensure a safe working environment.
- Completed tasks on time to meet quality and safety standards.
- Coordinated and labelled Ready to Go Aircraft and dispatched all carts (Bond Store, Dry Store, Lavatory, Soft Drink, and Bar) in a timely manner.
- Followed safety guidelines when handling hazardous materials.

Store In Charge

Jan 2014 – Feb 2016

A'tayebat Hypermarket, Oman

- Maintained up-to-date knowledge of store sales and expiry items.
- Used the in-store system to locate inventory and place special orders for customers.
- Checked pricing, scanned items, applied discounts, and printed receipts to ring up customers.
- Replenished merchandise on the sales floor and arranged shelves, racks, and bins for optimal appearance.
- Balanced and Systematized the cash register by handling cash, counting change, and storing coupons.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.

Computer Operator

Apr 2009 – May 2010

Infra Tex, Perundurai

- Collaborated with team members to ensure smooth and efficient data entry processes.
- Presented status reports to key stakeholders during meetings.
- Ensured compliance with data entry requirements to meet time-sensitive project milestones.
- Documented discrepancies and reported discovered issues to supervisors for resolution.

Certificates

- Ramp safety awareness, marshalling, and loading training, Qatar Airways, Apr 2022.
- Basic Security Awareness Training Recurrent Release 2018, Qatar Airways, Feb 2018.
- Highfield Level 2 Award in Food Safety in Catering, Qatar Airways, Nov 2017.
- Handling Bomb Threat Calls, Qatar Airways, Nov 2017.
- Office and Information Security Awareness, Qatar Airways, Sep 2017.

Languages

- English, Tamil,
- Malayalam & Hindi (Speak Only)