

# LOKESH KRISHAN



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Al Murar, Deira, Dubai

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## Personal Details

Nationality : Indian  
Gender : Male  
Date of Birth : 28/09/1999  
Passport No : V4711193  
Marital Status : Single  
Visa status : Employment Visa.

## Career Highlights

Highly capable and meticulous Data Entry Operator with an excellent record of accuracy and client satisfaction. Superb independent worker who also functions well as a data management team member. Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency.

## Skills

- ✓ Strong experience with Internet usage Excel and Microsoft Word
- ✓ Excellent proficiency in alphanumeric and 32-key typing
- ✓ High skills in working independently and accurately
- ✓ Superior knowledge of Windows data field entry
- ✓ Exceptional skills in data review for inaccuracies and inconsistencies
- ✓ Outstanding skills in error message review and resolution
- ✓ Sound time management and organizational skills

## Work Experience

**DATA ENTRY & Document Controller**  
**RALS HYPERMARKET, Dubai - UAE**

[09/2022 – Current]

### **Designation Work- Data entry Operator inventory Department & Document Controller.**

- ✓ Making Purchase Order
- ✓ Communicate the Suppliers to time,
- ✓ Update weekly Promotion
- ✓ Update Special Offer
- ✓ Handle Near Expire item Return to Supplier (GRV)
- ✓ Pricing Update
- ✓ New item Creation

- ✓ Entry all types of Order & Request in Itrade software.
- ✓ Invoice process for payment.
- ✓ Manage the category/ brand management with the objective of maximizing sales and profits, Plan the buying budget for the category/ brand
- ✓ Daily Updating Consignment Sales Report
- ✓ Making Consignment Sales Report And Purchase Orders
- ✓ Consignment Payment Vouchers
- ✓ Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
  - ✓ Reconciles invoices with correct GRN, then forwards both to accounts for payments.
  - ✓ Work closely with Purchase department and vendor for quick delivery and services
  - ✓ Maintain an organized system for document storage and retrieval.
  - ✓ Ensure all documents are reviewed, approved, and filed appropriately.
  - ✓ Distribute documents to relevant personnel and ensure timely access.
  - ✓ Monitor and update document revisions and versions.
  - ✓ Support audits and ensure compliance with document control procedures.

#### DATA ENTRY O.P

[03/2019-05/2022]

#### **AQUALITE INDIA PVT. LTD.(BAHADURGARH HR. 124507)INDIA.**

- ✓ Entry all types of Order & Request in SAP software (P.P).
- ✓ Making Local Purchase Order
- ✓ Invoice process for payment
- ✓ Handing Accounts Documents files.



#### Education

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- ✓ Bachelor of Art (HONOURS) DELHI UNIVERSITY(2021) { **Attested from M.O.H Dubai**}
- ✓ Higher Secondary Education (+2) H.B.S.E BOARD.



#### Languages

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- ✓ English
- ✓ Hindi
- ✓ Punjabi



#### Declaration

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I would the appreciate opportunity to meet with you to discuss my candidacy. Thank you for your time and consideration, if you have question about my candidacy, please do not hesitate to contact me.

**LOKESH KRISHAN**