

LOKESH KRISHAN



+971 563417696

lk529959@gmail.com

Al Muteena, Deira, Dubai

lk529960@gmail.com

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 & PURCHASING ASSISTANT

[09/2022 – Current]

RALS HYPERMARKET, Dubai – UAE

Designation Work- Data entry Operator In Purchasing Department

- ✓ 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
- ✓ Invoice process for payment

- ✓ Entry all types of Order & Request in Itrade software
- ✓ 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

STORE KEEPER

- ✓ Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
- ✓ Reviews Delivery records, monitor GRN, file until invoice is received.
- ✓ Reconciles invoices with correct GRN, then forwards both to accounts for payments.
- ✓ Work closely with Purchase department and vendor for quick delivery and services
- ✓ Issues supplies, materials and equipment to required department employees.
- ✓ Receives delivered supplies, materials and equipment from suppliers as well as re-stocks and inspects items returned into inventory
- ✓ Prepares re-order reports with quantities required for inventory stock and forwards to Purchase department for ordering.
- ✓ Organizes and maintains storage and inventory areas for efficient material storage and handling, including labelling/tagging, stocking and organizing stock items on shelving

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

- ✓ Bachelor of Art (HONOURS) DELHI UNIVERSITY(2021)
- ✓ Higher Secondary Education (+2) H.B.S.E BOARD.



Languages

- ✓ English
- ✓ Hindi
- ✓ Punjabi



Declaration

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