



# Mahendher Nyavanandi

## PROFILE

### Storekeeper:-

Experienced storekeeper with over 2 years of experience in inventory management and Proficient in receiving, inspecting, and storing merchandise, as well as managing stock levels and ensuring timely replenishment. Proficient in using inventory management software and ensuring accurate record-keeping. Strong attention to detail, ability to work independently, and a focus on providing excellent customer service.

### Cashier :-

Friendly and customer-oriented cashier with strong communication and numerical skills. Proficient in handling cash transactions, processing payments and providing change to customers. Knowledgeable in using POS systems and maintaining accurate cash registers. Able to work in a fast-paced environment while ensuring high levels of accuracy and customer satisfaction. Capable of handling customer complaints and inquiries with tact and diplomacy.

## EXPERIENCE

Jan 2021 - present


**GRAND SERVICE STATION- A BU HALEEBA HOLDING GRUOP - DUBAI,UNITED ARAB EMRIATES**


### STOREKEEPER


- General accountability for inventory and retail management.
- Branch preparations include the creation of delivery challah, gate passes, and interstate stock transfers.
- Entering jobs for services and Quick lube.
- Good receiving both physically and internally.
- Weekly creation of purchase requests based on requirements.
- Filling out the Monthly Billed Job cards.
- Work with the manager to coordinate the approval of any purchase requests.
- Monitoring all inventory-related actions, managing inventory, receiving, storing, retrieving, destroying, properly documenting, and coordinating are all necessary.
- By doing monthly physical counts, comparing deviations, and entering data, the maintenance of inventory is accomplished.
- When a new shipment is received, use LPO LOCAL to verify the goods.
- Check the purchase order's expiration date, shelf life, and quality. If any shortage or excess inform to concern authorities.

## CONTACT

 **DUBAI,UNITED ARAB EMRIATES**

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 **E- Mail**  
km70661@gmail.com

## EDUCATION

2016-2019

**BACHELOR OF COMMERCE**  
TELANGANA UNIVERSITY

CGPA:- 7.65%

## DRIVING LICENSE

UAE Driving License 3rd category :  
Light Vehicles

## PERSONAL DETAILS

NATIONALITY :- Indian

DATE OF BIRTH :- 26-01-1997

MARTIAL STATUS :- SINGLE

## SKILLS

Microsoft Office Applications (MS Word, MS Power point & MS Excel)

NAV ERP (MICROSOFT DYNAMICS NAV)

Diploma in Microsoft Excel (2014)

## LANGUAGES

ENGLISH 

HINDI 

ARABIC 

- Control dead stock, near expiry stock by continual monitoring & advice superiors of any shortages or excesses. Control near-expiration stock and dead stock by ongoing monitoring, and advice superiors of the use of such materials.
  - Perpetual daily inventory for inventory items.
  - Maintains storage area through floor space organization, adherence to storage design standards, and improvement suggestions.
  - Fills orders from the storage area's inventory.
  - Document and report damaged items in accordance with proper procedures.
  - Create computer-generated reports every day or every week. All hourly workers on the workplace must have their weekly and monthly payroll prepared and submitted.
  - Check packages for damage or inconsistencies, then report them to control
  - In responsible of keeping the warehouse a safe and hygienic place to work.
- Physical inventory is taken once a month to cross-check with the monthly inventory report

### June 2022 - Present

**GRAND SERVICE STATION- A BU HALEEBA HOLDING GRUOP - DUBAI,UNITED ARAB EMRIATES**

### CASHIER

- Handle cash and card transactions, ensuring accuracy and security in handling cash and maintaining cash register.
- Provide customer service, handle inquiries, and complaints.
- Maintain a clean and organized checkout area and ensure adequate stock of shopping bags and other essential items.
- Collaborate with other team members to ensure smooth and efficient store operations.
- Process refunds, exchanges and returns, while adhering to company policies and procedures.
- Achieve and exceed sales targets and contribute to the overall success of the store.

## KEY.SKILLS

Communications and Customer service

Analytical and Adaptability

Problem-solving

Cash handling and Math Skills

Point of sale (POS)

Dependability

## REFERENCE

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 can be provided upon request.