



SAKKEER HUSSAIN.V

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OBJECTIVE:

To seek a challenging progressive career industry involving a comprehensive teamwork and sincerely serve the organization through dedication hard work and optimization of my skills.

SKILLS:

- Attention to Detail
- Shipping & Receiving
- Stock Control
- Problem Solving
- Microsoft Office
- Customer Services
- Inventory Management
- Flexibility
- Product Knowledge
- Planning & Management

Languages:

- Able to Speak & Write: English,Tamil
- Able to Speak: English, Tamil, Hindi & Malayalam

EDUCATIONAL ATTAINMENT:

Tertiary:

BBM - Bachelor of Business Management (2009-2012)

WORKING EXPERIENCE:

THE FORT KOCHI CONNECTION RESTAURANT - BANGLORE

Position: Store Keeper

June 2012 to 2015 November

Duties & Responsibilities:

- Receive, store and issue supplies and equipment for the day-to-day hotel operations
- Maintaining and tracking inventory
- Control stock levels based on forecasts for the season
- Work closely with purchasing department
- Ensure goods on display in the Stock room are of good quality
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Tagged merchandise and neatly stocked it on shelves and display areas.
- Communicated with suppliers to reconcile invoice payments
- Ordered goods from various vendors to maintain store merchandise levels

AI RAWABI GROUP OF COMPANIES - QATAR

Position: Store Keeper

January 2016 to 2022 November

ACHIEVEMENTS:

Best Store keeper Of the Year (2020 - 2021)

Duties & Responsibilities:

- Receive, store and issue Products for the day-to-day Retail operations
- Track, document, and resolve any discrepancies on received orders
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate
- Cross checking received goods from supplier
- Keep records of items shipped, received, or transferred to another location

I hereby certify that the above information is true and correct to the best of my knowledge and belief.