

Resume

RAJA GOVINDHAN

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OBJECTIVE

To work as a dynamic professional in an environment that would provide opportunity to utilize my skills and strength.

EDUCATIONAL QUALIFICATION :

- B.Sc (CS) Madurai Kamaraj University -2010
- DCA Sitech Computer Center - 2007

WORKING EXPERIENCE:

- **Store Incharge – Satin Audio Visual Systems LLC Dubai UAE – 12 July 2022 to 14 August 2024**
- **Administrative Officer – Ramani Hospital Ramanathapuram TN India- March 2018 to November 2021**
- **Admin Assistant – Arogya hospital Ramanathapuram TN India - October 2017 to February 2018**
- **Marketing Executive – Forex Trading – Bluemax Capital – April 2015 to February 2018**
- **Data Entry Cum Office Assistant in Public Works Department - August 2010 to January 2015**

DUTIES AND RESPONSIBILITIES :

- Coordinated annual physical inventory counts, guaranteeing data accuracy.
- Ensured compliance to safety regulations whilst dealing with hazardous materials in the warehouse.
- Developed and maintained detailed reports of purchases and pricing to aid in future planning.
- Coordinated with sales team to manage stock levels effectively.
- Performed thorough quality checks on received items, eliminating defective products from the stock.
- Resolved any discrepancies found during inventory counts promptly.
- Processed incoming shipments, reducing backorders significantly.
- Managed relationships with suppliers to ensure timely delivery of goods.
- Liaised closely with the finance team for budgeting purposes, ensuring cost-effectiveness in operations.

- Negotiated supplier contracts for reduced procurement costs.
- Implemented new inventory control software to increase operational efficiency.
- Tracked all outgoing products for accurate record-keeping.
- Enhanced warehouse efficiency with systematic organisation of stock.
- Maintained a clean and organised storage space, promoting easy access to items.
- Improved inventory accuracy by conducting regular audits.
- Investigated missing items, discrepancies and losses.
- Conducted regular stock takes, ensuring accurate inventory at all times.
- Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment
- Review operations schedules and production requirements to ensure timely order fulfillment
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions
- Prepare, generate, and file financial inventory reports; review reports monthly with management

SKILLS

- MS Office, Tally, Outlook, Photoshop
- Team Work
- Decision Making
- Problem Solving

INTERESTS

Photographic, Listening Music, Reading Books, Sports, Pets

PERSONAL DETAILS

Name	:	Raja Govindhan
Date of Birth	:	01.05.1989
Sex	:	Male
Nationality	:	Indian
Passport Number	:	T0486624
Visa Status.	:	Cancelled Visa Expired On
14.08.2024 Languages known.:		English , Tamil, Malayalam, Hindi

DECLARATION:

I hereby declare that the information specified above is true To the best of my knowledge.

Place: DUBAI.

Thanking You

Raja Govindhan