

RAMARAJAN RAJADURAI

STORE ADMIN SUPERVISOR

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Effective at working in fast-paced grocery environments to restock and arrange merchandise in an appealing way. Upbeat and friendly team player with a good attitude and willingness to take on any task.



Contact

Address

INDIA

Phone

+971544243685

E-mail

ramarajan0390@gmail.com

Skills

Report writing and documentation

Updating documents

Software Documentation

Program revision documentation

Planogram design

Markdown procedures

Retail sales professional

Price tagging and shelf labeling

Reliable and punctual

Product inventory counts

Pricing strategies

Software

Ms office- Excel- SAP

Work History

2019-09 -
Current

STORE ADMIN SUPERVISOR

Choithrams (Dubai)

- Resolved problems, improved operations and provided exceptional service.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Managed time efficiently in order to complete all tasks within deadlines.
- Gained strong leadership skills by managing projects from start to finish.
- Cultivated interpersonal skills by building positive relationships with others.
- Gained extensive knowledge in data entry, analysis and reporting.
- Strengthened communication skills through regular interactions with others.

2018-11 -
2019-05

HOSTEL RECEPTIONIST

Yaravan -ARMENIA

- Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
- Answered questions and addressed, resolved, or escalated issues to management personnel to satisfy customers.
- Introduced customers to resort amenities with pleasant and helpful demeanor.
- Used quick response and dynamic service skills to build relationships with patrons and improve customer retention rate.
- Stored guest valuables in safe and individual boxes for security.
- Developed and maintained positive relationships with guests for satisfaction.
- Monitored hotel's budget and financial records.
- Prepared reports on guest satisfaction levels and other metrics.
- Reported facility and room maintenance problems to appropriate personnel for immediate remediation.
- Promoted hotel brand's loyalty program via social media, email and direct mail.
- Kept accounts in balance and ran daily reports to verify totals.

Languages

Tamil-English-	●●●●●○
Malayalam-	Advanced
Hindi-Arabic	(C1)

2014-05 -
2016-04

- Maintained files and records by implementing effective filing systems that boosted efficiency and organization.
- Enforced policies and procedures to increase efficiency.

GROCERY CASHIER

Malham- SAUDI ARABIA

- Retrieved items for customers and verified prices.
- Rotated grocery products ensuring that expired or spoiled items were immediately removed and adhered to "first in, first out" rule.
- Helped customers complete purchases by moving heavy items, collecting payments, and bagging purchases.
- Pleasantly greeted customers and provided prompt and courteous service.
- Assisted customers by finding items quickly to boost store satisfaction rates.
- Removed trash, swept, and mopped floors for professional appearance.
- Addressed customer complaints and concerns, providing mutually beneficial solutions.
- Operated cash register to accurately process and record customer payments.
- Operated cash register to record transactions accurately and efficiently.
- Set up new sales displays each week with fresh merchandise.
- Worked with floor team and managers to meet wide range of customer needs.
- Performed cash, card and check transactions to complete customer purchases.

Education

2013-08 -
2013-03

Master Of Arts (NIL): Business Economics

Annamalai University - Chidhamparam

2009-08 -
2012-07

Bachelor Of Arts: Economics

AVC COLLEGE - Mannanpandal Mayiladuthurai

2007-05 -
2009-06

+2 State Board

TNG MHS SECONDARY SCHOOL - Mayiladuthurai

Additional Information

UAE DRIVING LICENSE -15/01/2022-14/01/2024