

# **RESUME**



**BABU CHINNAKUNJ**

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## **Professional Summary:-**

Diligent Store Keeper with 10+ years of experience in managing operations of high-volume wholesale and retail and construction stores. Support store leadership with knowledgeable, efficient assistance while supervising team members and promoting positive behaviors. Good financial sense with top-notch planning and problem solving abilities.

## **Professional Experience:-**

- **NASERMOHD AL SAYER GROUP, KUWAIT.**  
(Al Sayer Furniture & Furnishing Company - Emporium Mall)

STORE KEEPER

*May 2022 to –June 2024*

- Invoice Management
- Warehouse in charge for System Operations
- Assisted in overall day-to-day operations of store including continuous development of effective store associates to achieve desired sales and results

- **Beaver Gulf Contracting LLC. Dubai, U.A.E.**

STORE KEEPER (CIVIL & MEP)

*Oct 2015 to Nov 2020*

- Quality Checking & Store in charge for System Operations
- Maintained inventory accuracy by accurately counting stock on hand.
- Report Handling
- Overall Administration

➤ ***Al Rami General Trading L.L.C, Dubai, UAE***

WAREHOUSE EXECUTIVE and INVENTORY ASSISTANT,

*Dec 2012 to Aug 2015*

- Quality Checking
- Maintained inventory accuracy by accurately counting stock on hand.
- Warehouse in charge for System Operations
- Report Handling

➤ ***MH Enterprises L.L.C, Dubai, U.A.E***

WAREHOUSE / STORE KEEPER,

Nov 2006 to Jul 2011

- Customer and Survey Record Management
- Assisted customers, providing information on pricing and products
- Invoice Handling
- Warehouse in charge for System Operations
- Performed daily activities in timely manner, including managing housekeeping and inventory needs of store
- Staff Handling

**Primary Skills:-**

- Stock management
- Systems operations
- Sales strategies
- Customer relations
- Inventory control
- Loss prevention

**Key Qualifications:**

- Handling Accounting functions like receivables, payables, inventory, payroll and bank related transactions.
- Preparation of commercial invoice, Packing List,
- Full system based Inventory controls and procedures implementation in finance.
- Maintenance and troubleshooting of software, hardware, internet and MS office products.
- Very Positive attitude, Well organized, Good in Time Management, Maintain Accuracy in all works & Responsible.
- Excellent Communication skills and Team Leader quality.

#### **Additional Skills:-**

- Proficient in Microsoft Office
- Excellent organizational, interpersonal communication, leadership, time management, and decision-making skills
- Languages Proficiency: English, Hindi, Tamil

#### **Education Qualification:-**

***Bharthidasan University – TamilNadu, India***

**M.Sc. (Information Technology), April 2004**

#### **Personal Details:-**

*Date of Birth:* 06 May 1981

*Sex* Male

*Nationality:* Indian

*Religion* Hindu

*Passport Number:* M 6090337

*Date of Expiry:* 10/02/2025

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