



VISHNU MOHANAN

STORE INCHARGE

📍 AL QUOZ, DUBAI, United Arab Emirates

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✉️ Vishnum1234@gmail.com

ABOUT ME

Highly organized and detail-oriented professional with experience as an Outlet Cashier and Receiving Clerk/Storekeeper. Proficient in inventory management, customer service, and financial transactions. Seeking a position as a Store Incharge at MH Enterprises LLC in Dubai to leverage my skills and knowledge in ensuring efficient warehouse operations.

SKILLS

PROFICIENT IN MICROSOFT OFFICE APPLICATIONS (WORD, EXCEL, POWERPOINT)

STRONG ATTENTION TO DETAIL AND ACCURACY IN RECORD-KEEPING

EXCELLENT COMMUNICATION AND CUSTOMER SERVICE SKILLS

KNOWLEDGE OF FOOD SAFETY REGULATIONS AND HACCP GUIDELINES

DRIVING LICENSE

Driving license category
UAE Driving license (Automatic Gear)

PERSONAL DETAILS

Date of birth
10 Jul 1997

Nationality
Indian

Visa status
Employment Visa (Valid Until 10.3.2026)

Marital status
Single

WORK EXPERIENCE

MH ENTERPRISES LLC
Dubai
Jan 2023-Present

Store Incharge

- Prepare reports on warehouse activities, including inventory status, productivity, and quality control.

MH ENTERPRISES
AL QUOZ, DUBAI
Mar 2020-Dec 2022

Electronic data processing and POD Administrator

- Managed the processing of electronic data to support various business functions, ensuring operational efficiency and data integrity.
- Executed daily processing of customer proof of deliveries (PODs), maintaining timely and accurate records to meet service level agreements.
- Coordinated with cross-functional teams to resolve any data processing issues, enhancing overall productivity and data quality.
- Implemented data management best practices to streamline electronic data processing workflows, contributing to improved business processes.
- Maintained strict adherence to data privacy and security protocols during the management of electronic data and PODs.

HOTEL RESIDENCY TOWER
Kerala, India
Jan 2017

Receiving Clerk / Storekeeper

- Received food and beverage items in accordance with LPO and HACCP guidelines.
- Prepared HACCP reports on a daily basis.
- Submitted daily invoices with supporting documentation to the Accounts Payable Officer.
- Issued food, beverage, and general items as per requests.
- Entered purchase bills into the system.
- Followed up with suppliers for undelivered items.
- Conducted physical checks to identify spoilage and breakage items.
- Ensured portion control compliance with menu standards.
- Performed monthly inventory checks and prepared reports.

HOTEL RESIDENCY TOWER
TRIVANDRUM, KERALA INDIA
Jan 2015-Jan 2017

Cashier

- Handled cash transactions and maintained accurate records of sales.
- Ensured the correct calculation of totals and provided adequate change to customers.
- Issued receipts, refunds, credits, and redeemed coupons.
- Reconciled payments received with total sales.
- Posted charges against guest accounts.

EDUCATION

KERALA UNIVERSITY
2019

Graduation

- Major: [Specify Major].
- Percentage: 58%

ST. ANTHONY'S HIGHER SECONDARY
2015

HSC/12th

- Percentage: 65%

NSS PUBLIC SCHOOL
2013

SSLC/10th

- Percentage: 66%