



YAKIN PRADHAN

PROFILE

My professional background has equipped with me solid theoretical & practical skills combined with a deep understanding of retail Industry. I exercise a high-attention to detail, ensuring accuracy and consistency in my personal performance, collaborative teamwork, and on-time completion of all projects. Moreover, I offer customer service, decision-making, and scheduling flexibility to help improve overall organizational efficiency.

WORK HISTORY

DATA ENTRY /RECEIVING SUPERVISOR

14/09/2014 – 28/04/2021

HYPER MARKET CARREFOUR – SHARJAH, UAE

- Maintains data by entering computer system
- Update customer account information
- Preparing source of data from computer entry
- Using compiling and sorting information
- Performing clerical task as required
- Adhere to established company policy and procedure
- Respond to the customer inquiries about pricing, delivering & list information
- Review data for deficiency or error
- Type data quickly and efficiently
- Flexible and the desire to take additional responsibility

RECEIVING SUPERVISOR

17/10/2007 – 17/07/2014

HYPER MARKET PANDA – RIYADH, SAUDI ARABIA

- Supervising the team to locate a trailer at the receiving door
- Supervising the team to unloading the materials
- Recording & Receiving the number of container
- Thoroughly inspect the received goods.
- Develop overage, shortage and damage as required
- Create a receiving reports
- Plan & route income materials
- Schedule work shifts
- Communicate, Update & Status report to upper management
- Solve workplace challenges or conflict

EDUCATION

- Completed Secondary level in 1999

ACCOMPLISHMENT

- Awarded Certificate from Hyper Panda as “Best Receiver” in 24th April 2011
- Awarded Certificate from Hyper Panda as “Retail Operation” in 23rd November 2010

DECLARATION

I do hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

CONTACT

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SKILLS

- Communication Skills
- Typing Accuracy
- Time Management
- Inventory control
- Leadership
- Team work
- Customer Service
- Attention to detail
- Maintain Warehouse
- Receive and Manage Shipment
- Data Entry
- Labeling
- Adaptable of using software
- Knowledge of Forklift
- Self-Motivation
- Inspecting, Sorting & Storing shipment

LANGUAGES

- ENGLISH
- HINDI
- NEPALI

PERSONAL DETAILS

Date of Birth : 07/04/1983
Nationality : Indian
Marital Status : Married
Gender : Male
Visa status : Visit Visa
Passport No : B6183149
Date of Issue : 08/11/2023
Date of Expiry : 07/11/2033

INTEREST & HOBBIES

- Traveling
- Reading Books
- Watching Movies