



EDUCATION

07/2019 - 10/2022

University of mangalore
India

Bachelor of Commerce: B.com

05/2017 - 03/2019

Department of pre-university
education Karnataka

Certificate of Higher

Education: Higher Secondary
Education

INDIA

SKILLS

- Quick learner
- Written and verbal communication
- Employee record management
- Finance management
- Analytical thinking
- Microsoft Excel
- Month-end documentation
- Cash handling
- Communication skills
- Multitasking
- Invoicing and billing
- Decision making
- Ability to work effectively under pressure
- Administrative operations
- Professional and smart presentation
- Team management

KARTHIK .S. RAO



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Dubai, UAE

SUMMARY

I have a solid background in store keeper roles, demonstrating proficiency in organizing and managing diverse tasks and responsibilities with a overall experience of 1.8 years. My experience includes overseeing warehouse operations, maintaining records, coordinating schedules, and ensuring the efficient flow of information. I am dedicated to contributing my administrative skills to support the success and effectiveness of any organizational work with.

EXPERIENCE -1

01/2023 - 08/2024

Store keeper

Ganesh enterprises(india)

responsibility

- storage and issue of all items and moving defecting or expired items.
- Inspecting, labeling and placing product on shelves
- Tracking inventory. ...
- Putting goods in the warehouse. ...
- Arranging goods in the warehouse. ...
- Strictly complying with regulations on fire prevention. ...
- Ability to adapt quickly to the working environment. ...
- Good teamwork skills
- Replacing supply inventories following established guidelines of the company.
- Maintain a neat, clean and safe working environment as per regulation.
- Manage the store layout.
- Supervise other staff members and keep a record of sales.
- Receive, upload and shelf all supplies.

Skills and knowledge

- customer service skills.
- the ability to sell products and services.
- leadership skills.
- to enjoy working with other people.
- Knowledge of ms office.
- the ability to accept criticism and work well under pressure.
- excellent verbal communication skills.
- business management skills.

- Customer service
- Coordinating programmer activities
- Problem solving,
- Time management
- Inventory control,

LANGUAGES

English: C2

Proficient

Hindi: C1

Advanced

Proficient

CERTIFICATIONS

Manipal Career Academy

MJC Campus, Manipal

- Tally
- Excel
- Ms.Word

- info

- Visit Visa Expiry date - 10/11/2024)

- Passport Number : Y4316138

- Date of birth : 25-05-2001

- Language known : English, Hindi, Kannada , Tulu

ACKNOWLEDGEMENT

I, Karthik, hereby declare that the above information are true and correct to the best of my knowledge.