

## **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

+971582657447

Karthikuppoor7026@gmail.com



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 organizationl 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 guickly 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

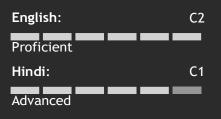
- customer service skills. .
  - the ability to sell products and services.
- leadership skills.

•

- 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



Proficient

## CERTIFICATIONS

Manipal Career Academy

#### MJC Campus, Manipal

- Tally
- Excel
- Ms.Word

## • <u>info</u>

- 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.