



# VISHNU SEKHAR

STORE KEEPER & RECEIVING

## PROFILE

Effective communicator with excellent planning, organizational and problem-solving skills. Possess a focused; improve the sales with excellent relationship management skills. Team leader with the ability to recruit, train and mentor the team members.

## COMPETENCES

✓ **Communication skills.**  
**Computer skills.**  
**Conceptual skills.**  
**Creative thinking skills.**  
**Critical thinking skills.**  
**Decision-making skills.**  
**Employ ability skills.**  
**Interpersonal skills**

## CONTACT

🏠 United Arab Emirates  
☎ +971 568618120  
✉ vishnusekhar133@gmail.com  
🏠 Bur Dubai, Dubai, UAE

## PERSONAL INFORMATION

### Name

Vishnu Sekhar

### Birth date

02/02/2000

### Gender

Male

### Residence

Vishnu Bhavan, Naduthery,  
Thalavoor P O

### Nationality

Indian

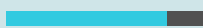
## SKILLS

### Skill group

Fire & Safety



First Aid & CPR



BFH



### COMPUTER SKILLS

MS Office



## EDUCATION

2017 - 2018

### DIPLOMA IN HOTEL MANAGEMENT

ITI CHANDANATHOPE, Kollam  
ITI BHM passed with NCVT Certificate

2015 - 2017

### ELECTRONICS AND COMMUNICATION TECHNOLOGY

DVVHSS Thalavoor, Kollam  
Kerala Vocational Higher Secondary Examination  
Passed with 75%

2014 - 2015

### SSLC

DVVHSS, Thalavoor, Kollam  
Kerala SSLC passed with aggregate of 80%

## EXPERIENCE

2023 -March  
2023-Nov

### The Fog Resort and SPA ,Munnar

Storekeeper &Receiving, Idukki  
\* Replenish supply inventories following established guidelines of the company  
\* Maintain a neat, clean and safe working environment as per government regulation  
\* Manage the store layout  
\* Supervise other staff members and keep a record of sales

2021-2023

### Admiral Plaza Hotel Bur Dubai

Storekeeper &Receiving, Dubai  
\* Perform stock related duties like returning, packing, labelling and pricing goods  
\* Inspect deliveries for discrepancy or damage  
\* Report damaged inventories for record-keeping and reimbursement  
\* Rotate stock and dispose of surplus and expired quantities  
\* Coordinate and handle freight and movement of equipment  
\* Receives and inspects all incoming materials and reconciles with purchase orders  
\* Processes and distributes documentation with purchase orders  
\* Reports, documents and tracks damages and discrepancies on orders received.

# LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Tamil

2019 - 2020	<b>Backwater Ripples Kumarakom</b> Storekeeper , Kottayam <ul style="list-style-type: none"><li>* Keep an organised allocation of inventory placed in warehouse and store</li><li>* Cross-verify the monthly report at the end of each month</li><li>* Ensure proper completion of documentation to place an order and make a purchase</li><li>* Generate a material received report (MRR) timely</li><li>* Ensure storage of goods follow the first in first out (FIFO) method</li></ul>
2019-April - 2019-Sep	<b>K G A Elite Continental Hotel Thiruvalla</b> Storekeeper, Pathanamthitta <ul style="list-style-type: none"><li>* Ensure proper completion of documentation to place an order and make a purchase</li><li>* Report damaged inventories for record-keeping and reimbursement</li><li>* Replenish supply inventories following established guidelines of the company</li><li>* Manage the store layout</li></ul>
2018 - 2019	<b>Somatheeram, Chowara, Kovalam</b> Storekeeper, Trivandrum <ul style="list-style-type: none"><li>* Perform stock related duties like returning, packing, labelling and pricing goods</li><li>* Inspect delivers for discrepancy or damage</li><li>* Report damaged inventories for record-keeping and reimbursement</li><li>* Rotate stock and dispose of surplus and expired quantities</li><li>* Coordinate and handle freight and movement of equipment</li></ul>

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date

VISHNU SEKHAR