



E.Santhosh Raj

Current Location: Ajman
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CAREER OBJECTIVE

To obtain a challenging position as a Storekeeper where I can utilize my skills and experience to contribute to the success of the organization.

	INSTITUTION	YEAR	PERCENTAGE
B.Tech [IT]	Sapthagiri Engineering College, Dharmapuri, Tamilnadu.	2014	70
Class XII	Diamond Rays Matriculation Higher Secondary School, Salem, Tamilnadu.	2010	57
Class X	Bharathi Vidyalaya Higher Secondary School Salem, Tamilnadu.	2008	62

Professional Summary

A detail-oriented and organized storekeeper with two years of experience in managing inventory, processing orders, and providing excellent customer service. Proficient in inventory management software and Microsoft Office Suite. Excellent communication skills and ability to work well in a team.

Experience

STOREKEEPER & ADMIN MANAGER, HOPEVISION SERVICE (7 years)

1. Managed inventory and ensured stock levels were maintained according to demand
2. Received and processed deliveries, checked quality and quantity of items
3. Stored goods in an organized and accessible manner, keeping the store clean and tidy
4. Maintained accurate records of all stock movements, deliveries, and customer orders
5. Conducted regular stock checks, monitored stock levels, and prepared reports on stock movements

6. Ensured safety and security of the store at all times, adhering to health and safety guidelines and implementing measures to prevent theft or damage to the products
7. Received and processed incoming deliveries of products and goods, checking quality and quantity
8. Coordinated with sales and logistics departments to ensure smooth operations

Skills

Strong organizational and time management skills
Ability to work independently and as part of a team
Proficient in Microsoft Office and inventory management software
Good communication and interpersonal skills
Detail-oriented and able to work with a high level of accuracy
Knowledge of health and safety guidelines

PERSONAL DETAILS

Name	E.Santhosh Raj	Languages	English/ Tamil/ Telugu
Father's Name	N.Elango	Date of Birth	17-10-1992
Sex	Male	Marital Status	Married
Nationality	Indian	Passport No	W8133106
Age	30	Visa status	Visit visa (expire date: April 15)

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and i bear the responsibilities for the correctness of the above mentioned particulars.

Place: AJMAN

Date: 18.03.2023

Yours Sincerely,

(E.Santhosh Raj)