

SHYAMSUNDER MARGAM

Storekeeper and System Admin



Al Hamriyah, Bur Dubai, Dubai, UAE



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EXPERIENCE

Store Keeper and System Administrator

08/2018 – 01/2024

Jai Bhavani Fertilizers Seeds and pesticides & Digital Seva Center • Gundampally, TS. INDIA.

- Procure and maintain an appropriate inventory of fertilizers, seeds, and pesticides.
- Monitor stock levels and order new supplies.
- Maintain storeroom inventory clean, tidy, ensure that the products are stored in a safe and well-organized manner.
- Stay informed about the latest products and provide accurate information and advice to customers about the proper use, application, and benefits of different products.
- Maintain records of product sales, including customer information and purchase details. Keep track of inventory turnover and product shelf life.
- Processed accurate and efficient cash and credit transactions.
- All types of online applications like passport, pan card, education, social welfare registrations and documentations.
- Banking AEPS services (Cash withdrawals, deposits and transfers)
- Printing, Scanning documents and Data entry services

EDUCATION

Bachelor's Degree in Mathematics, Physics and Chemistry

2007 – 2011

Shivani Degree and PG. College, Kakatiya University • Karimnagar, TS. INDIA

Intermediate Education(10+2) in Mathematics and Science

2005 - 2007

Alphores Junior college • Karimnagar, TS. INDIA

School of Secondary Education (10th Class)

2004 – 2005

A.P.Residential School • Doulthabad-2,TS. INDIA

CERTIFICATIONS / TECHNICAL SKILLS

- **Advanced Excel**
 - Data validation, Visualization, Building formulas, Filters, Cell formatting, Pivot table
- **P.G. Diploma in Computer Application**
 - Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) for document creation, editing, and formatting.
- Having Knowledge in Store management software, ERP, CRM,
- Demonstrated ability to install, configure, and maintain server hardware, software, and applications.
- Ability to monitor system performance, troubleshoot issues, and optimize system resources.
- Skills in managing databases like MySQL, PostgreSQL, or Microsoft SQL Server.
- Operating Systems: Experience with various operating systems such as Windows Server, Linux, UNIX.

TRAININGS

STORE KEEPER TRAINING (Gulf Oriented Training)

03/2022 – 09/2022

Sathya Disha trainings private limited • Kallur, TS. INDIA

- ❖ Receiving the Material from the supplier, Checking the Quantity and quality, and stocking the materials in an appropriate location.
- ❖ Co-ordinate with the Crane, Forklift operators, and drivers in unloading
- ❖ Taking all the precautions, like protecting the material with tarpaulin, to avoid the chances of rejecting materials.
- ❖ Issue the material with a proper issue note.
- ❖ Inform the status of the fast-moving material
- ❖ Checking the stock levels and inventory and updating the material status daily.
- ❖ Coordinating with the head office or purchase department to issue the LPO (local purchase order), enabling the supplier to deliver the material at the earliest
- ❖ Coordinate with the supplier to deliver the material as per the LPO.
- ❖ Keep the store neat and tidy to avoid any health and safety violations.
- ❖ Remove scrap and unwanted materials or garbage immediately.
- ❖ Conducting the Tool Box Talks to the workers involved before unloading or loading the Heavy equipment in the store.
- ❖ Make sure proper ventilation and air conditioning are provided for storing flammable chemicals like paint.
- ❖ Maintaining the records of the material received, issued and stock available in the manual registers and updating the computer system on a daily basis.

KEY SKILLS

- Good communication skills
- Inventory management skills
- Document management system
- Organization and Time management skills
- Data entry and Records keeping
- Troubleshooting and Problem-solving
- Computer proficiency
- Proficiency in using POS systems to process transactions
- Attention to detail

PERSONAL INFORMATION

- Father's Name : Sathaiah
- Marital Status : Married
- Religion : Hindu
- Languages : English, Hindi, Telugu
- Visa Status : Visit visa (Expire Date:- 12-April-2024)
- Passport Number : N3701551
- Date of Issue : 13/10/2015
- Expire Date : 12/10/2025
- Issue Place : Hyderabad, India