



K UMASHANKAR



CONTACT

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NO:C1/1, 2ND STREET, PANNER
SELVAM NAGAR, AMBUR -
635802.



OBJECTIVE

To secure a challenging and responsible position in a progressive organization and utilize my knowledge and skills to contribute positively towards the growth of the organization.



EDUCATION

STATE BOARD (HINDU HIGHER SECONDARY SCHOOL)

2010

SSLC

72%

DOTE (PRIYADARSHINI POLYTECHNIC COLLEGE)

2013

Diploma in Electronics and Communication Engineering

76%

ANNAMALAI UNIVERSITY DDE

2016

BA

67%



EXPERIENCE

AADIL ASHFAQUE & CO PVT LTD

20/09/2016 - 15/04/2023

STORE INCHARGE

Inventory Management: They oversee the stocking and organization of merchandise, ensuring that inventory levels are maintained and products are readily available for customers.

Staff Supervision: Store Incharges manage and train store staff, assigning tasks, and ensuring customer service standards are met.

Customer Service: They are responsible for ensuring a high level of customer satisfaction by addressing customer inquiries, resolving issues, and maintaining a clean and organized store environment.

Stock Control: Store Incharges monitor product shelf life, manage perishable items, and implement loss prevention measures to minimize theft or damage.

Reporting: They often prepare reports on sales, inventory, and other store metrics to provide insights to higher management.



SKILLS

Data entry

Machine operations

Quality control

Stock management



LANGUAGES

Tamil

English

Urdu



PERSONAL DETAILS

Date of Birth : 24/11/1994

Marital Status : Married

Nationality : Indian

Gender : Male

Place : Ambur

CARBORUNDUM UNIVERSAL LIMITED

17/07/2015 - 16/07/2016

QUALITY ASSURANCE

- 1. Developing and implementing quality control policies and procedures
- 2. Developing quality assurance tests to ensure product meets requirements
- 3. Generating reports on quality assurance activities
- 4. Identifying areas for improvement in order to increase product/service quality
- 5. Identifying and resolving technical issues.

TITAN COMPANY LIMITED

05/06/2014 - 04/06/2015

APPRENTICESHIP TRAINEE

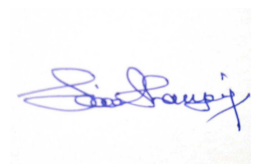
1. Follow all safety rules at all times.
2. Attend all scheduled training events, classes and workshops.
3. Listen carefully and take notes during all classes and workshops.
4. Ask questions and seek clarification when needed.
5. Follow your mentor's directions and complete all assigned tasks on time.

SWATHY SMART CARDS (AADHAR PROJECT)

31/05/2013 - 20/05/2014

DATA ENTRY OPERATOR

1. Understand the data entry process and the specific requirements for each task.
2. Be familiar with the operating systems and software used for data entry.
3. Enter data accurately and quickly, checking for accuracy as you go.
4. Follow instructions carefully and pay attention to details.
5. Maintain confidentiality of data entered.



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