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## Summary

Experienced and detail-oriented Storekeeper with 3+ years of hands-on experience in fast-paced FMCG environments. Skilled in stock handling, inventory control, and store operations, with strong knowledge of FIFO/FEFO methods and product expiry management. Proven ability to manage incoming and outgoing goods efficiently, maintain accurate stock records, and ensure compliance with hygiene and safety standards. Proficient in using inventory management systems and well-versed in coordinating with procurement, sales, and logistics teams to support uninterrupted supply chain operations.

## Work Experience

### Storekeeper

Abudhabi Coop (April2022-Still Now)

Abudhabi, United Arab Emirates



#### Receiving and Inspecting Goods

- Receive incoming stock and verify delivery quantities and quality.
- Check items against invoices or delivery notes.
- Report any damages, shortages, or excess items.

#### Stock Management

- Store goods in proper conditions (temperature-controlled, if required).
- Ensure First-In, First-Out (FIFO) or First-Expire, First-Out (FEFO) methods are followed.

#### Inventory Control

- Maintain accurate inventory records in the system (ERP/WMS or manually).
- Conduct regular stock counts (daily, weekly, and monthly).
- Report stock discrepancies to the inventory controller or manager.

#### Store Organization

- Maintain a clean, organized, and safe store area.
- Arrange stock properly to maximize space and accessibility.
- Ensure high hygiene standards, especially for food and beverage items.

#### Record Keeping

- Maintain updated stock cards or system entries.
- Record stock movements (inward/outward) promptly and accurately.
- Prepare reports such as daily stock levels, wastage, and near-expiry items.

#### Expiry and Waste Management

- Monitor expiry dates regularly and isolate near-expiry or expired items.
- Follow proper procedures for disposal or return of expired/damaged stock.

## Coordination and Communication

- Coordinate with procurement, sales, and logistics teams.
- Assist auditors or inspectors during stock audits.
- Provide stock availability and movement updates to management when needed.

## Sales Executive

HDB Financial Services (2017-2025)

Chennai, Tamil Nadu, India



### Sales & Lead Generation

- Identify potential clients (retailers, restaurants, small and medium businesses)
- Generate leads through cold calling, field visits, referrals, and networking.
- Schedule and attend sales meetings and product demos.

### Client Acquisition

- Pitch POS machines and related payment solutions (debit/credit card payments)
- Understand clients' payment needs and recommend suitable solutions.
- Negotiate and close sales deals.

### Relationship Management

- Build long-term relationships with merchants to encourage retention and upselling.
- Provide after-sales support and handle customer queries or complaints.
- Educate clients on using the POS system effectively.

### Product Knowledge & Training

- Stay updated on different POS models, software features, pricing, and benefits.
- Train merchants on how to operate the machine and troubleshoot basic issues.

### Documentation & Compliance

- Collect and verify KYC documents from clients.
- Ensure proper onboarding of merchants and activation of devices.
- Maintain accurate records of sales and installations.

### Reporting & Coordination

- Provide daily/weekly sales reports to management.
- Coordinate with technical support teams for installations and maintenance.
- Track competitor activities and market trends

## Skills

- Inventory Management Software (Zoho Inventory and SAP)
- Leadership & Team Management
- Space Planning & Optimization
- Microsoft office Packages(Word,Excel,Powerpoint and Outlook)
- Problem-solving & Decision-making
- Communication & Coordination
- Safety Compliance & Quality Control
- Barcode scanning technology and RF systems

## Academic Details

- Bachelor Business Administration-Shree Ragavendra Arts&Science College(2015-2019)
- Higher Secondary School-Government School of Tamil Nadu(2013-2015)
- SSLC-Government School of Tamil Nadu(2012-2013)

## Languages Known

- Tamil
- English
- Malayalam
- Hindi &
- Arabic (Intermediate)

## Personal Details

Visa Status	Residential Visa
Date of Birth	12-04-2000
Nationality	India
Marital Status	Single
Passport Number	V1437829
Gender	Male

## Driving License

- Valid Manual UAE License