



**STORE KEEPER &
INVENTORY CONTROLLER**

Personal Details

- Date of Birth: 22/02/1997
- PASSPORT NO: M9196817
- PASSPORT EXP: 20.05.2025
NATIONALITY: INDIAN
- GENDER: MALE

Address: Mundakathil
Vadakkathil (H) Keerikkad
South, Kayamkulam PO,
Alappuzha, Kerala, India 680
687

IT Skills

Typing: 40wpm
Microsoft Office & Basic
knowledge of operating
system

Software Knowledge

GRAVITY ERP
GRAVITY POS

Academic Details


High School Degree
Senior Secondary (S.S.L.C)

NITHIN SURENDRAN

Objective

As a highly organized individual he has the ability to manage priorities and coordinate multiple projects simultaneously. Responsible for planning and implementing product presentations, maintaining product availability and rotating stock as necessary. Knowledgeable in general supermarket transaction policies and guidelines. Recognized for providing effective service while addressing the concerns of customers."

 nithinsurendran1122@gmail.com

 +971568393789

Organizational Experience

- ❖ AL MADINA DISTRIBUTION CENTER L.L.C - DUBAI
(2018 TO 2022)

Designation: INVENTORY EXECUTIVE & STORE KEEPING



- ❖ REGENCY GROUP, GRAND HYPERMARKET -DUBAI
(2016 TO 2018)

Designation: STORE KEEPER



Responsibilities:

- Provides administrative support to ensure efficient operation of the office.
- Prepares LPO's, Invoices, Reports, and other documents.
- Open, sort, and distribute incoming correspondence, including faxes and emails.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Identify Purchase Needs.
- Handling Vendor, Invoice Booking, Track Orders,
- Update internal Databases with order details (dates, vendors, discount).
- Maintain Updated records of invoices and Contacts.
- Follow up with suppliers, as needed to confirm or change orders.
- Co-ordination with inventory needs.
- Involving and setting up Back door receiving process (HHT Training)
- Stock count procedure set ups & Implementation.

Handling Departments

- Back Office / Receiving
- Checkout
- IT Executive

Strengths & Key Skills

- Punctuality
- Hard work
- Efficiency
- Pushing the business to achieve the best Revenue by upselling and planning for promotions and offers
- Cashiering / Cash Handling
- Push the team to achieve all the departmental objectives
- Strong customer service skills
- Smile, Friendly, fast, flexible, focused and smooth
- Very helpful and outstanding team player
- Positive personality
- Clear and Confident
- Ability to work in a multi-cultural environment

Declaration

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Nithin Surendran

Language Skill

	SPEAK	READ	WRITE
MALAYALAM	*	*	*
ENGLISH	*	*	*
TAMIL	*		
HINDI	*	*	*

Other Skills

- NETWORK KNOWLEDGE

25%
- MARKET PURCHASE

50%
- STORE KEEPING

75%

Interest & Hobbies

- Travelling
- Music
- Web Surfing
- Social Service
- Playing Sports