

Rajasekaran Thangavelu

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PROFILE

CURRICULUM VITAE

Organized and experienced Sales / Merchandiser / Purchasing and Procurement / Administration, expert in maintaining the flow of goods to ensure accurate merchandise inventory. Accurate, superior written/ oral communication and documentation skills. I'm a Qatar driving license holder.

OBJECTIVE:

To climb up in the hierarchy with my sheer determination and skills and grow along with the Company

WORK EXPERIENCE

1st May 2022 –30th November 2023

Merchandise supervisors / Sales-Store

AL-Shabib Trading Store - Al Souq St, Doha, Qatar

- ∞ Making sure that displays are in good condition and have been updated with new merchandise as needed
- ∞ Maintaining relationships with vendors to ensure that products are stocked and shipped on time
- ∞ Monitoring sales data to determine which products are selling well and which need to be restocked or removed from the shelves
- ∞ Ensuring that product prices are clearly marked and that items are properly displayed
- ∞ Hiring, training, scheduling, and supervising salesclerks to ensure that store operations run smoothly
- ∞ Coordinating with Managers and other members of the team to create displays which attract customers' attention to specific products or promotions
- ∞ Overseeing the activities of employees who work on the sales floor
- ∞ Determining what merchandise should be placed on shelves based on seasonality, trends in the industry, and customer demand for certain products
- ∞ Scheduling employees' work hours to ensure optimal coverage during busy shopping periods

2019 September – 31st March 2022

Manager Operations

Global International School – Colombo 15

- ∞ supporting to meet the schools strategic needs
- ∞ Overseeing and managing the school's financial operations, Preparing incoming and expense schedule, Managing School Administration works
- ∞ Develops and implements policies and procedures to improve operations and functions
- ∞ supporting the school leaders in developing and maintaining positive Relationships

2011 – 20th May 2019

Purchasing Officer

LA VILLA HOSPITALITY, Doha Qatar

(An ISO certified company -Food & Catering, Real estate, Hotels & Facilities)

- ∞ Verify purchase requisitions by comparing items requested to master list;
- ∞ Forward available inventory items by verifying stock; scheduling delivery
- ∞ Prepare purchase orders by verifying specifications and price
- ∞ Obtain purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- ∞ Verify receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers
- ∞ Meeting, coordinating and corresponding with suppliers
- ∞ Preparing LPO
- ∞ Quotation collection
- ∞ Market price analyzing
- ∞ JIT purchase and ∞ Excel sheet maintaining
- ∞ Market Quality checking
- ∞ Handling cash amounting to QR 25000/- for JIT purchase

2004-2008

Clerk / Administrative Officer S&R Graphics & Printers handled all matters with regard to official works including HR

2002-2004

Clerk/Storekeeper MD Gunasena Pvt Ltd, Colombo, Sri Lanka

- ∞ Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
- ∞ Responsible for upkeep of various appropriate records of materials received.
- ∞ Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- ∞ Issued supplies as per the demand of the clients and maintained records of payments.
- ∞ Maintained the budget of all the expenditures incurred and presented same to store managers.
- ∞ Reported to store manager on a regular basis regarding the need/ demand of items so that the future orders could be placed accordingly.
- ∞ Monitored the functioning of store equipment and reported problems and failures to the

1998-2002

Cashier/Purchaser INK LINK Co. Colombo

- ∞ Supervised Daily stocks and ∞ Filing of statutory returns and upkeep of records
- ∞ Handled cash and daily sales and overall administration of the stores
- ∞ Did purchasing and controlled stocks
- ∞ Checked inward/outward stocks
- ∞ Mailed information & stock requirements to the concerned heads of departments

Educational Qualification:

∞ 1997 GCE (O/L)

Additional Qualification:

∞ IT Training Program, APIT

∞ Course in Screen Printing, Screen Training Center, ARCHANA HP ACADEMY

Language:

∞ English -Fluent

∞ Sinhala -Fluent

∞ Tamil - Mother tongue

∞ Hindi- Average

Personal Profile

Personal Details Home Address: Matar Qadeem - Doha

Date of Birth : 31 December 1979

Civil Status : Married

Religion : Christianity

Nationality : Sri Lankan

Visa Status : Transferable working visa with NOC

Availability : Immediate

Signature - Rajasekaran

Date 27.12.2023