**RESUME**

**BABU CHINNAKUNJ **

***Email id***: babu71180@yahoo.com

***Mobile no***. : 8300783297

***Professional Summary:-***

Diligent Store Keeper with 10+ years of experience in managing operations of high-volume wholesale and retail and constriction stores. Support store leadership with knowledgeable, efficient assistance while supervising team members and promoting positive behaviors. Good financial sense with top-notch planning and problem solving abilities.

***Professional Experience:-***

* ***NASERMOHD AL SAYER GROUP, KUWAIT.***

 ***(*Al Sayer Furniture & Furnishing Company - Emporium Mall)**

STORE KEEPER

*May 2022 to –June 2024*

* Invoice Management
* Warehouse in charge for System Operations
* Assisted in overall day-to-day operations of store including continuous development of effective store associates to achieve desired sales and results
* ***Beaver Gulf Contracting LLC. Dubai, U.A.E.***

STORE KEEPER (CIVIL & MEP)

*Oct 2015 to Nov 2020*

* Quality Checking&Storein charge for System Operations
* Maintained inventory accuracy by accurately counting stock on hand.
* Report Handling
* Overall Administration
* ***Al Rami General Trading L.L.C, Dubai, UAE***

WAREHOUSE EXECUTIVE and INVENTORY ASSISTANT,

*Dec 2012 to Aug 2015*

* Quality Checking
* Maintained inventory accuracy by accurately counting stock on hand.
* Warehouse in charge for System Operations
* Report Handling
* ***MH Enterprises L.L.C, Dubai, U.A.E***

WAREHOUSE / STORE KEEPER,

Nov 2006 to Jul 2011

* Customer and Survey Record Management
* Assisted customers, providing information on pricing andproducts
* Invoice Handling
* Warehouse in charge for System Operations
* Performed daily activities in timely manner, including managing housekeeping and inventory needs of store
* Staff Handling

***Primary Skills:-***

* Stock management
* Systems operations
* Sales strategies
* Customer relations
* Inventory control
* Loss prevention

***Key Qualifications:***

* Handling Accounting functions like receivables, payables, inventory, payroll and bank related transactions.
* Preparation of commercial invoice, Packing List,
* Full system based Inventory controls and procedures implementation in finance. Maintenance and troubleshooting of software, hardware, internet and MS office products.
* Very Positive attitude, Well organized, Good in Time Management, Maintain Accuracy in all works & Responsible.
* Excellent Communication skills and Team Leader quality.

***Additional Skills:-***

* Proficient in Microsoft Office
* Excellent organizational, interpersonal communication, leadership, time management, and decision-making skills
* Languages Proficiency: English, Hindi, Tamil

***Education Qualification:-***

***Bharthidasan University – TamilNadu, India***

**M.Sc. (Information Technology), April2004**

***Personal Details:-***

*Date of Birth: 06 May 1981*

*Sex Male*

*Nationality: Indian*

*Religion Hindu*

*Passport Number: M 6090337*

*Date of Expiry: 10/02/2025*

 *Address: 191c, Kovil Pathu Street*

*Kaichambadi (PO), Kumbakonam (TK)*

*Thanjavur (DT), Tamilnadu, India.*

*Pin Code – 612501*

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