



ARUN GANGADHARAN

Store Keeper

Seasoned Store Keeper with over 6 years of experience specializing in inventory management, MS-Office applications, and team leadership. Demonstrates expertise in optimizing stock levels, coordinating with suppliers, and ensuring operational efficiency. Combining hands-on experience from roles in government contracting and engineering works, I bring strong multitasking abilities, deadline management, and client relationship skills to the forefront. Eager to leverage my background in a challenging role that values operational excellence, results-driven approaches, and technical proficiency.

Contact

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Address: Doha, Qatar, Zone 39, Street 251, Building 206

Personal Details

Date of Birth: 13/07/1988

Marital Status: Married

Nationality: Indian

Driving License: Indian (2,4)

Passport Number: P4128125

Skills

- Inventory Management
- Team Leadership
- MS-Office Proficiency
- Project Management
- Supplier Coordination
- Quality Control
- Customer Service
- Safety Compliance
- Welding Expertise
- Fabrication
- Truss Work
- Automobile Services
- Resource Allocation
- Contract Compliance
- Reporting & Analysis
- MS office proficiency

EXPERIENCE

1. Store Keeper

Zara, Doha, Qatar

2018 - Present

Responsibilities

- Inventory Management: Managed stock levels and ensured timely replenishment.
- Supplier Coordination: Facilitated product deliveries through effective supplier relationships.
- Team Collaboration: Partnered with sales and warehouse teams for efficient operations.
- Quality Control: Conducted regular product checks to maintain standards.
- Customer Service: Assisted shoppers and addressed inquiries during peak times.
- Safety Protocols: Enforced store safety measures in line with regulations.
- Training & Development: Trained new staff on store procedures.
- Order Processing: Managed and processed customer orders for efficient fulfillment.
- Visual Merchandising: Assisted in maintaining store displays and ensuring product visibility.

2. Engineering Works

Poovathinkal Engineering Works, Muttom, Kerala, India
(Own Business)

01-01-2013 to 30-04-2017

Responsibilities

- Project Management: Led engineering projects ensuring quality and timelines.
- Welding Expertise: Managed welding operations with focus on safety.
- Truss Work: Oversaw truss installations and structural integrity.
- Automobile Services: Offered automobile repair and maintenance.
- Fabrication: Directed fabrication processes for efficient production.
- Team Supervision: Managed team tasks and project milestones.
- Client Relations: Built and maintained client relationships.
- Safety Compliance: Enforced safety protocols and standards.
- Budget Oversight: Managed project budgets and cost controls.
- Quality Assurance: Implemented quality checks to meet industry standards.

3. Supervisor

GKV Associates, Pandappilly, Kerala, India
(Government Contractor)

23-03-2010 to 31-10-2012

Responsibilities

- Team Leadership: Directed teams in executing government-contracted projects.

Language

- English
- Hindi
- Tamil
- Malayalam

- Quality Control: Ensured project deliverables met established quality standards.
- Timeline Management: Oversaw project timelines and milestones to meet deadlines.
- Contract Compliance: Ensured adherence to government contract specifications.
- Resource Allocation: Managed resources efficiently for optimal project execution.
- Reporting: Prepared and submitted regular project status reports to stakeholders.
- Safety Protocols: Implemented safety measures in line with government regulations.
- Stakeholder Communication: Liaised with government officials and project stakeholders.

EDUCATION

- Diploma in Civil Engineering
 - Board of Technical Education, Kerala
- Vocational Higher Secondary Course (Electrical)
 - Board of Vocational Higher Secondary Education, Kerala
- THSLC (Fitter & Welding)
 - Board of Public Examinations, Kerala
- Computer: MS office