



ARUN GANGADHARAN

Store Keeper

Enthusiastic professional talent for building customer relationships and creating positive shopping experiences. Utilizes strong communication skills and a friendly demeanor to engage customers effectively. Demonstrates reliability, good work ethic, and adaptability in meeting team goals and customer needs. Eager to contribute to a dynamic retail environment.

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 and Sales Assistant

ZARA AZADEAGROUP DOHA QATAR 2018-Present

Responsibilities

- Receive, inspect, and verify incoming goods against purchase orders and delivery notes.
- Unpack, label, and store incoming goods in designated locations.
- Monitor stock levels and reorder supplies to maintain optimal inventory levels.
- Pick, pack, and prepare orders for delivery.
- Coordinate with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.
- Assisted customers in locating products and providing detailed information to enhance shopping experience.
- Collaborate with team members to achieve sales targets and improve store performance.
- Employed successful sales and upselling techniques to increase average sale amount.

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