

CURRICULAM VITAE

SYED IRFAN

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Sankarapuram, Kallakurichi, Tamil Nadu, India

Passport No: R0847569 | Visa Status: Transferrable with NOC



PROFILE SUMMARY

Reliable and experienced **Store Keeper** with over 3 years in the cake shop and bakery environment. Proven ability in **inventory control, stock rotation (FIFO), documentation, and food safety standards**. Strong communication skills and teamwork spirit, with hands-on knowledge of store operations and logistics support.

WORK EXPERIENCE

Store Keeper

Occasions Cake Shop – Sharjah, UAE

March 2022 – May 2024

- Maintained and organized daily stock levels of cakes, bakery items, ingredients, and packaging.
- Received deliveries, verified items, and updated inventory records.
- Applied FIFO method and ensured expired/near-expiry products were handled properly.
- Collaborated with the bakery and sales teams for stock requirements.
- Assisted in packaging and helped customers during busy hours.

Store Assistant

RVN Supermarket – Kallakurichi, India

June 2020 – June 2021

- Handled shelf arrangement, goods receiving, and basic cashier operations.
- Conducted regular stock checks and supported stock rotation.

Logistics Support Assistant

ST Courier – Sankarapuram, India

July 2017 – March 2017

- Organized delivery schedules, documented parcels, and assisted in dispatch coordination.

Apprentice / Trainee

Hyundai Motors India – Chennai, India

May 2016 – October 2019

- Conduct hands-on training for new and existing assembly line workers.
- Demonstrate correct use of tools, equipment, and safety practices.
- Ensure employees understand Hyundai's assembly processes and quality standards.
- Work with production teams to implement process changes and train staff accordingly.
- Ensure all training adheres to company standards, health & safety regulations.
- Promote a culture of safety and quality awareness.
- Maintain detailed training logs and attendance records.
- Submit progress reports and performance evaluations to supervisors or HR.
- Work closely with supervisors, engineers, and HR to coordinate training schedules.
- Support cross-training initiatives for workforce flexibility.

CORE COMPETENCIES

- Store & Inventory Management
- Food Product Handling & Storage
- FIFO & Expiry Monitoring
- Order Receiving & Dispatch
- Stock Reconciliation
- Team Coordination
- Hygiene & Cleanliness Compliance
- Basic Computer & POS Skills

EDUCATIONAL QUALIFICATIONS

Diploma in Mechanical Engineering (Tool & Die)

AKT Memorial Polytechnic College, Kallakurichi — **76%**

2014 – 2016

Higher Secondary (HSC)

Govt. Boys Higher Secondary School, Sankarapuram — **77%**

2013 – 2014

Secondary School (SSLC)

Govt. Boys Higher Secondary School, Sankarapuram — **68%**

2011 – 2012

LANGUAGES KNOWN

- English (Fluent)
- Hindi (Fluent)
- Tamil (Native)
- Urdu (Fluent)

PERSONAL DETAILS

Date of Birth: 10 March 1997

Marital Status: Single

Nationality: Indian

DECLARATION

I hereby declare that the information provided above is accurate and complete to the best of my knowledge. I am eager to contribute positively to your organization with my skills and dedication.

SYED IRFAN