

RAJ GANESH



BCA, CSCA, UK CPD Admin.
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Domain Interest:

- **Retail Store assistant, Inventory Control, Contract Mgmt, RFID, POS, Cashier, SKU, Warehouse & Logistics Mgmt. Office Admin, Admin & SCM.**

Skills:

- **Project Management**
- **Leadership skills**
- **Computer Skills (SAP,MS)**
- **Communication Skills**
- **Multitasking**

Language Proficiency:

- **English**
- **Tamil**
- **Kannada**
- **Hindi**

Personal Information:

Nationality : Indian
Passport No : U8982556
Visa status : Visit Visa
DOB : 03-02-1989
Marsta : Unmarried

Driving License:

Working on

Professional summary

A highly successful as Retail Executive with outstanding record of achievement and 8 years' wealth experience in MNCs. Excellent problem-solving, IT, and analytical abilities with superb attention to detail. Extensive knowledge of Warehouse and Logistics process and ROI-driven Business strategist and hands-on leader with expertise working with Executive team to identify, evaluate, and execute growth rationale to drive unprecedented profitability while focusing on operational excellence, reducing costs, driving standardization and streamlining business processes. Outstanding conceptual skills with the motivational abilities to lead a team. Dedicated to produce best work, following safety measures, and meeting and exceeding project requirements and standards.

Education

- ❖ **BCA (Bachelors in Computer Application) June 2007– May 2010**
Arts & Science–Bangalore University, India
- ❖ **CSCA (Certified Supply Chain Associate) May 2020**
IIPMR,USA.
- ❖ **Advanced Diploma in Business Administration Level 5- May 2020 – May 2021, CPD**

Work Experience

Sr. Executive Helpdesk Support (June 2019–May 2022)
Borderless Access Pvt. Ltd. (India – Bangalore)

Sr. Order Executive (Aug 2016–Nov 2017)
Infosys Pvt. Ltd. (India – Bangalore)

Sr. Admin & Supply Chain (Nov 2014– June 2016)
IBM India Pvt. Ltd. (India – Bangalore)

Retail Store Associate (Oct 2013 – Oct 2014)
IIPMR Pvt. Ltd (India – Chennai)

Social Media Advisor (Aug 2012– Sep 2013)
24/7 Pvt. Ltd (India – Bangalore)

Roles and Responsibilities:

Store Assistant:

- Clearing the deliveries and hanging/ displaying the merchandise,
- Always Support store staff as per the requirement,
- Ensure back store area is well organized and as per business standards
- Tagging of products, Maintaining the house-keeping standards.
- Verify damages, Never say “No” to customer, Clearing the deliveries and hanging/ displaying the merchandise.
- Maintain records, and withdrawals of the stockroom.
- Receive, unload, and shelf all goods received.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies; report those to Operations In charge for record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Managing click & Collect: Proper Storing of orders, retrieving and marking

Hands on Experience:

Retail Store assistant, Customer Service, POS, RFID, SKU, Team work, Remain calm, Patience, Pay attention, understanding, Negotiation skills, Excellent communication, Contract mgmt, Accounts, Executive Operations, Food Supply Chain, Office Admin & Receptionist, SAP MM, SAP Ariba, Quickbooks.

ADDRESS:

Al Quoz, Dubai - 00000, United Arab Emirates (UAE)

- Collected orders, monitoring and marking uncollected orders.
- Ensure proper stock levels and inventory is maintained.
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
- Maintain Records, withdrawals of the stockroom goods receive, unload, and shelf all goods received.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies; report those to Operations In-charge for record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Managing Click & Collect: timely receiving of orders in system, proper storing of orders, retrieving and marking collected orders, monitoring and marking uncollected orders.
- Ensure proper stock levels and inventory is maintained.
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

Inventory:

- Responsible for monitoring and maintains current inventory levels starting from PO receiving to outbound.
- Developing and implementing inventory control systems.
- Maintain inventory accuracy and manage the inventory cycle.
- Performs additional duties necessitated by job or as requested.
- Manage the WH storage capacity planning and improve the capacity structure.
- Setting operational standards for inventory storage.
- Minimizing exposure to obsolete and excess stock

Customer Service:

- Responsible for greeting and meeting all customers promptly and politely as they enter the store.
- Provide customer satisfaction by delivering exceptional customer service.
- Guide customers throughout the store or to the specific area the customer requests.
- Develop a clear understanding of all departments, products, make, features and after sales service.
- Ensure effective implementation of visual merchandising principles within the stores.
- Effectively deal with customer queries and complaints, follow procedure for dealing with specific customers orders.
- Ensure confidentiality with respect to Landmark retail/store.

Here with I would like to take an opportunity to thank you and assure you that if I have given an opportunity to prove my abilities there will never be chance of complaint or regret in my appointment and service to your extreme organization

Raj Ganesh