



Mansoor Poyilingal

STOREKEEPER

Details

Doha
Qatar,-

QID
no:28335680285-
Passport
No:W8821557
+97450429974
manfas54@gmail.com

NATIONALITY
Indian

DRIVING LICENSE
Holding Indian Driving license
Light and heavy

DATE OF BIRTH
22/02/1983

Skills

Ability to Work in a Team

Customer Service

Conflict Resolution

Ability to Work Under Pressure

Fast Learner

Communication Skills

Languages

English

Hindi

Malayalam

Arabic

Hobbies

Driving,Swimming, Travelling etc

Profile

Accomplished Store Keeper with over 12 years of experience in optimising store operations and enhancing team performance. Demonstrated expertise in analyzing performance trends and implementing strategic action plans that drive efficiency and reduce costs. Proficient in fostering effective communication and collaboration across teams to resolve conflicts and boost productivity. Committed to maintaining high standards of store management and customer satisfaction while ensuring adherence to policies and procedures. Ready to leverage a solid foundation of skills to contribute to a dynamic retail environment.

Employment History

Store keeper, lulu hyper market, Abu Dhabi

JUNE 2004 – JULY 2011

- Ensure the reception, storage, dispatch and daily management of the stock of products marketed by the company.
- Ensure the conformity of products received and delivered.
- Ensure the management of inventories: control of the rotation of goods, verification of their availability, procurement from suppliers, tidying, cleaning, inventory.
- Keep a record of sales and restock.
- Maintain an automated supply inventory database.
- Replenish supply inventories following established guidelines.

Supervisor, TB sons, Thrissur

JANUARY 2018 – MARCH 2023

- Maintaining the required standards of the department including the Hygiene
- Receiving delivered goods into the store and conducting all necessary checks as detailed in the S.O.P. manual.
- Checking invoices against Local Purchase Orders to ensure goods have been ordered, the cost price is correct and the barcodes match.
- Checking vehicle temperatures of chilled and frozen deliveries.
- Directing and advising staff on the above.
- Ensuring stock is transferred from the warehouse to the store and that there is satisfactory stock rotation by following F.I.F.O.
- Maintaining all matters relating to Health and Safety on the department.
- Maintaining safety and security standards including control of the back door keys.
- Knowledge and implementation of all 'Standard Operating Procedures'
- Preparation work for store inventories.

Education

High School, Brilliance Academy, Chennai

JUNE 2001 – MARCH 2003

References

References available upon request