**CURRICULUM VITAE**

**KIRAN**

Email**:** **kiran.376035@2freemail.com**

Mob: Whatsapp +971504753686 / +919979971283

**Career Objective:**

To place myself in a responsible and challenging position and to employ my experience and skills in a progressive organization, where I can put my maximum efforts and prove my skills.

**Educational Qualification:**

* B .COM Graduate (from university of Mumbai)- done from Sataye college Parle

**Computer Technical skills:**

 **. Done Computer Accountant CERTIFIED course from I.C.A.**

* Knowledge of Windows Platforms like Windows Xp , Windows 7 etc.,
* Microsoft Office, Excel, PowerPoint etc. & Tally ERP 9.
* Internet.

**Work Experience:**

* **Worked with the “The Treesome Café Restaurant” as a senior cashier and in Customer Service representative for 3 years & 10 months.**
* **Worked with “Datwani Hospitality & Pvt Ltd” company for 2 years as an account assistant.**
* **Worked with “Kranti Karamsay & co.” for 1 year & 9 months as an auditor & accounts assistant.**
* **Worked with “The Soul Fry Casa Pvt Ltd” for 2 years as an junior accountant & day auditor.**

**Last worked :**

* **With the “NEW WEST ZONE SUPERMARKET AND DEPARTMENT LLC” at DUBAI Al-Satwa branch in Inventory & Overheads Department as a Inventory Controller & along with as a Senior Storekeeper In charge for the past 2 years & 2 months.**

### Duties and Responsibilities:

* Maintain daily stocks of Store & Supermarket .
* Check and manage expiry, damage and spoilage (GRV).
* Negotiate with representatives from supply companies to determine order details.
* Handling petty cash work looking after daily Mis reports and forwarding it to accounts department looking after mailing and other work relating to store and back office and maintaining proper filling of documents, keeping in records of inwards & outwards of store stocks and goods.
* day to day cash handling, maintaining all ledgers, mailing daily reports & forwarding it to accounts.
* Receiving goods or product's in appropriate conditions & making purchased orders proper invoicing of bills.
* Insuring safety & security of work premises maintenance of store chillers and frozen into working conditions.
* Looking before proper delivery’s of warehouse goods & instruments ,also look before proper loading & unloading process.
* Gathering market & store daily orders by making L.P.O and there after raising purchase for received goods.
* Helping other staffs with their allocated duties.

**Personal Skills and Abilities:**

* Knowledge of supplies, equipment, and/or services ordering and inventory control.
* Ability to reconcile stock counts to report data.
* Database management skills.
* Ability to analyze and solve problems.
* Ability to prepare routine administrative paperwork.
* Ability to receive, stock, and/or deliver goods.
* Clerical, word processing, and/or office skills.
* Knowledge of university invoicing procedures.
* Ability to learn new software system quickly n accurately.
* Can work in any given conditions under pressure.
* Can also work in shifts our as the day required can-do overtime ensuring that the work is finished in allotted time.

**Personal information:**

* Date of Birth : 24th July 1988
* Nationality : Indian
* Gender : Male
* Religion : Hindu
* Language known  : English, Hindi, kannada, Konkani, Marathi
* Hobbies  : Listening to Music and Playing Cricket

**Declaration:**

I hereby declare that the information furnished in this resume is authentic and true to the best of my knowledge. I shall be obliged to produce the certificates of my qualification on request.

**THANKS & REGARDS,**

**KIRAN**