



BASIL PV

STORE KEEPER

Phone

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Email

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Address

Sharjah, UAE

EDUCATION

BACHELOR OF ECONOMICS

Calicut University
2017

HIGHER SECONDARY

Kerala Board of Government
2014

PERSONAL SKILLS

- Good Communication
- Team Work
- Quick Learner
- Time Management
- Problem Solving
- Customer Service
- Honest & Punctual

OTHER DETAILS

DATE OF BIRTH : 11-02-1995
NATIONALITY : Indian
PASSPORT NO : R5547738
(Expiry -14-01-2028)
VISA TYPE : Visit Visa

ABOUT ME

Dedicated and experienced Store Keeper with a strong background in retail, medical inventory, and warehouse operations across UAE and Malaysia. Proven expertise in stock control, purchase coordination, material receiving, and inventory documentation. Recognized for honesty, responsibility, and teamwork with a commitment to smooth store operations and company standards.

WORK EXPERIENCE

- 2022 – 2025 **STORE KEEPER**
RAJAB MINI MART, MALAYSIA
- Maintained stock levels and conducted weekly stock audits to minimize shrinkage.
 - Assisted in vendor coordination and ensured timely replenishment of goods.
 - Trained new staff on POS systems and store procedures.
 - Resolved billing issues and customer queries professionally.
- 2018 – 2021 **PHARMACY STORE KEEPER**
UNIVERSAL HOSPITAL, AL-AIN LLC
- Ensured safe storage, labeling, and handling of pharmaceuticals as per regulations.
 - Coordinated with pharmacists and medical staff for medicine dispatch and emergency supply.
 - Maintained temperature-controlled inventory for sensitive drugs.
 - Prepared daily stock usage and purchase reports for management review.
- 2017 – 2018 **MARKETING EXECUTIVE**
TRIAAC AUTOMATION, KERALA
- Built and maintained relationships with B2B clients to increase sales opportunities.
 - Developed promotional content for social media and sales campaigns.
 - Collaborated with the sales team to generate leads and convert client inquiries.
 - Managed marketing budgets and optimized campaign performance.
 - Organized trade fairs, product demos, and promotional events.

SOFTWARE SKILL

- MS Office
- Tally ERP
- Photoshop
- Billing & POS Systems
- Internet and Email Applications

DECLARATION

I affirm that all details provided in this resume are accurate and complete to the best of my knowledge and belief.