

ARUN MADHUSOODANAN

Sales | Store Keeper | Document Controller



Experience

1. Sales and Store Keeper – M R Super Shop , Kerala(February 2021 – December 2021)
2. Sales and Tinting Operation – National Paint Shop, Kerala(March 2020- February - 2021)
3. Fire And Safety Trainee - The Kerala Minerals and Metals Ltd. India (Nov 2018 – May 2019)
4. Office Assistant (Sep 2013 Feb 2017)
Apprenticeship Trainee (Dec 2011 – Dec 2012)
Liquid Propulsion Systems Centre LPSC/ISRO - India

Duties and Responsibilities

- Secretarial /Clerical assistance such as taking dictation, typing minutes, Technical reports and schedules.
- Maintain of record & register, filing, dispatching, keeping, inward and outward register and attending telephone calls.
- Preparation of Presentation Materials in Power Point etc.
- Operation of Fax/Xerox machine, Sending and Receiving mails through Internet/Intranet etc

Education

- Diploma in Fire and Safety – 2018 - Pass
- Plus Two VHSE – 2009 - Pass
- SSLS – 2007 - Pass

Work Details of Sales and Store Keeper

- Keep a record of sales and restock the store
- Manage and Train Store Staff
- Ensure that the store is kept clean and Organized
- Help Customers find items in the store
- Greet Customers
- Promote and sell product

Contact

Sharjah ,
United Arab Emirate



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Information

Name: Arun Madhusoodanan

Gender: Male

Date Of Birth : 12-11-1991

Nationality : India

Civil Status : Single

Visa – Visit Visa

Skills

- Typing: English, Malayalam
- Shorthand: English, Malayalam
- Computer: MS-Office. Word Processing, DTP.
- Languages: Malayalam, English