

## Curriculum Vitae



Name: **Rakesh Karthikeyan**

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### **Career Objective**

To build a strong career with esteemed organization, where I can get a suitable opportunity to learn and grow, to develop public relationship and gradually enhance my team work and leadership skills. . Excited to begin new challenge with successful team. Looking for role where honesty and dedication will be highly valued.

### **SKILLS**

Team management  
Supervision  
Communication  
Problem solving  
Computer skills  
Store management

### **Work Experience**

02-2019 To Current **Senior Store keeper & HR co-ordinator**  
Alghanah Group (Wood Design) .WLL, Bahrain

- Control overall activities in warehouse and organize yearly inventory management
- Receive the goods from suppliers and check whether they meet the Requirements mentioned in the purchase order.
- Maintaining proper Stock based on the movements of materials.
- Issue and delivery of materials to the concern sites and factory.
- Making purchase requisitions to order materials.
- Updating activities in software (e-promis): Stock Updating, Material issue, Goods receive note, Material return, stock adjusting and stock transferring.
- Co-ordinates with production department regarding material requirements.
- Updating attendance in e-promis software.
- Coordinate with the Head office HR department for all activities related to employees in Wood Division (Leave, Attendance, New Joining, Visa renewal, Passport Renewal, Warning letter etc.)

05-2011 To 04 2018 **Spare parts Store In charge**  
Vanchinad Motors (Dealers for Force Motors India Pvt Ltd) Kerala, India

- Receives all incoming spare parts, verifies and inspects for conformity to appropriate Purchase orders. Notifies or supply it to the customer through workshop. Inspects incoming materials for wear, damage or defects.
- Maintaining stock and inventory management.
- Issuing parts to the workshop on proper job card.
- Preparing and placing stock order in DMS (Dealer Management System).
- Makes purchase requisitions for sublet materials as requested by service dept.

- Update reports in Dealer management system as instructed by the dealer.
- Maintain bin location, warehouse and other work areas in a clean and orderly Condition.

02-2009 to 03-2011 **Corporate Sales Officer**

Deedi Automobiles (Dealers for Chevrolet India Ltd) Tvm, Kerala, India

- Develops corporate packages for companies that plan to offer car benefits for their staffs.
- Focus car sales on government & private company employees.
- Conducts meetings and vehicle displays to generate enquiry.
- Assist all customers and invites them for a quick discussion about their needs wants in a vehicle, provides advices and suggestions. Helps them to get a better car finance.
- Presenting vehicles to the customers, taking Test drives.
- Closing sales, negotiating price for hesitant buyers to make the purchase.
- Provides after sales and services to customers.

06-2006 to 01-2009 **Sales Executive**

Indus Motors (Dealers for Maruti Suzuki India Ltd) Tvm, Kerala, India

- Collaborate with colleagues to exchange information of selling strategies.
- Identify prospective customers from field enquiries, following leads from existing clients, attending trade shows and conducting vehicle displays.
- Demonstrating vehicles to customers, including test drives, select the correct products or assist them in finding a vehicle and finance that fits their need and budget.
- Prepare sales contracts for orders obtained and submit orders for processing.

**Educational Qualification**

Diploma in Information System Management (eACCP) from Aptech Computer Education.  
Higher Secondary (Commerce) from Higher Secondary board Govt of Kerala, India.  
Secondary School Certificate from General Education Board Govt of Kerala, India.

**Software Knowledge**

E-PROMIS Software  
Dealer Management system by Force Motors India Ltd  
Dealer Management system by Chevrolet India Ltd.

**Personal Particulars**

Age, DOB	38, 25-03-1984
Sex	Male
Marital status	Single
Nationality	Indian
Languages known	English, Hindi, Malayalam
Passport number	P9544172 (Exp Date: 10/05/2027)
CPR No	840396120 (Exp Date: 03/03/2024)

I hereby declare that the above furnished details are true and correct to the best of my knowledge.

Yours faithfully  
Rakesh karthikeyan.

Place: Bahrain

