



GOPINATH SIVASUBRAMANIAM

CAREER ASPIRATION

To be the leader for positive change in the corporate business sector, performing in the field of management and finance towards a sustainable business practice to develop the corporate and individual living standards.



EXPERIENCE

SHIFT INCHARGE

WOQOD

Qatari Oil and Gas Company

From 1st December 2021 to 13th October 2023

- Helping to Site In charge (SIC) in station operations to run smoothly.
- Handling customer complaints and able to give best possible solutions.
- Oversee/ supervising the whole operation by shifts and ensure the operations are running smoothly in line with the company's standard operating procedures.
- Opening and closing the shift wise through back office oracle
- Finalizing the whole day cash and credit sales to be tally with the recon.
- Making the reports which is key to uploading of sales and cash banking.

PDI (PRE-DELIVERY INSPECTION)

WOQOD

Qatari Oil and Gas Company

From 5th January 2020 to 30th November 2021

- Sending proposed PO(Purchase order) to suppliers able to receive the deliveries and process daily/monthly invoices by entering invoicing in the SIM (System Inventory Management)
- Preparing the overall stocks of near expiry items and able to return to suppliers, disposing and dispatching in the system
- Entering the expiry date records through RMS (Retail Management System)
- Updating the planogram of every item by category in C-Store and Fc area

PERSONAL DETAILS

DATE OF BIRTH - 17 .01. 1995

NATIONALITY - Sri Lankan Tamil

NID No - 950170328V

CIVIL STATUS - Unmarried

CONTACT ME



Address

Mudavan Vayal,
Madduvil North,
Chavakachcheri,
Jaffna, SriLanka.



Phone

+971545938533



Email

sgopinath099@gmail.com

PRO SKILLS

POS System



RMS



SIM



ORACLE



BO



MS OFFICE SKILLS

MS Excel

MS Word

Ms Power Point

DIPLOMA

INSTITUTE

KENSLEY GRADUATE SCHOOL

EXPECT TO COMPLETE

July 2024

ADVANCE LEVEL

SCHOOL

J/KOKUVIL HINDU COLLEGE

COMPLETION

2013 - Index No – 9716394

ORDINARY LEVEL

SCHOOL

J/KOKUVIL HINDU COLLEGE

COMPLETION

2010 - Index No – 64849414

CASHIER

WOQOD

Qatari Oil and Gas Company

From 16th September 2019 to 04th January 2020

- Cashier - Handling cash registers/POS counter -cash, credit/debit cards
- Vouchers/coupons
- Product merchandising /updating price labels
- Monitoring of expiry dates.
- Making sure that giving five star service to customers.

TRAINEE LECTURER

BRITISH COLLEGE OF HIGHER EDUCATION

Education Institute

From 17th November 2015 to 20th November 2017

- Worked as a Trainee Lecturer for speaking and listening (IELTS).

CUSTOMER SERVICE ASSISTANT

JOHN KEELS HOLDING PLC

Sri Lanka's premier Diversified Company

From 28th July 2014 to 25th February 2015



ACADEMIC PARTICULARS

OTHM Level 7 (PGDE) Diploma in Strategic Management Leadership

SUBJECT

GRADE

Business Studies
Information Technology
General English

S
C
S

SUBJECT

GRADE

Tamil Language
Mathematics
Business Studies & Accounts
Tamil. Lit
Information Technology
Saivanery
English
History
Science& Technology

C
S
S
S
C
C
B
C
C

LANGUAGE SKILLS

Tamil

English

Hindi

Sinhala



CERTIFICATIONS

IELTS 5.5

Reading 5.0 ,Listening 5.0, Writing 5.0, Speaking 6.5
Overall 5.5

COMPLETED ON FEBRUARY 2014

SHORT COURSE IN LISTENING AND SPEECH THE OPEN UNIVERSITY OF SRILANKA -2018

CERTIFICATE IN CUSTOMER SERVICE KEELS RETAIL ACADEMY-2014

- Completed Service Masters Training Program
And Service Blue Print Workshop

CERTIFICATE FOR RECOGNIZING KEELS SUPER CORE VALUES JOHN KEELS HOLDING PLC-2014

- Driving Set Standers Passionately

COMPLETED BASIC FIRST-AID & CARDIO PULMONARY RESUCIATION WOQOD-2022

COMPLETED COURSE IN BASIC FIREFIGHTING WOQOD-2022



NON RELATED REFEREES

Mr. Bhisma Raj Sitaula - Site In charge
Qatar Fuel Woqod
Mobile: +974 3305 4740

Mr. Jerry John Mathew - Site In charge
Qatar Fuel Woqod
Mobile: 974 6673 3670

I hereby confirm the facts and information furnished by me above are true and accurate to the best of my knowledge.

(GOPINATH. S)