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##### RESUME

JESTIN

Mobile No: C/o 0503718643

[jestin.177197@2freemail.com](mailto:jestin.177197@2freemail.com)

Sharjah, U.A.E

Created by onyx1359

**OBJECTIVE**

To make a bright career in a professionally managed organization which provides opportunities for growth, learning and career development

**EXPERIENCE & DUTIES**

**Operation & Warehouse In charge**

* Working as a Operation & Warehouse in charge in general LED from November 2013 to till the date **(it’s a USA based manufacturing company of led strip lights modules, ballasts and Tridonic signage ballasts)**
* Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, documents and tracks damages and discrepancies on orders received
* Making of delivery notes ,arranging of delivery and coordination of delivery’s, fleet and other necessary filling works

**Operations executive**

* Working as a Operation executive in national car rental from February 2013 to November 2013
* Receiving booking for car renting and arranging the car delivery & payments

**Store in charge cum accounts assistant**

* working as a store in charge cum accounts assistant **Intercare LLC Sharjah** November 2007to 2013 February, floor care & hygiene products supply
* Receiving & arranging the delivery ,Fleet supervising
* Maintaining Stock for the all Materials, arranging the store materials in there on place,
* Receiving & Delivering the Materials for Interiors & Building Materials Division
* Assisting to the accounts staff on their duties, Calculating labors working Hours at the month end as per the job.
* Doing all the necessary filling works

**Store In charge Assistant (JAVA Trading Mumbai) (February 2006 to July 2006)**

* Helping the Store in charge for the Delivery time and checking & Receiving the Materials.
* Maintaining Stock for the Materials.

**PROFESSIONAL SKILLS**

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* Ability to lead and encourage others to work together in a spirit of mutuality and cooperation,
* Highly motivated ,energetic and enthusiastic person,
* Quick decision making skill with high degree of probity and integrity,
* Ability to handle pressure and work according to the systematic manner

**EDUCATIONAL QUALIFICATION**

Plus Two (Board of Higher Secondary Education Govt. of Kerala)

S.S.L.C (Board of Examination Govt. of Kerala)

**TECHNICAL SKILLS**

* **U.A.E Driving License:** **Valid up to 2019 (License No: 455363)**
* **Knowledge of MS Office (Excel, M.S Word, and Internet)**
* **Diploma in Financial Accounting**
* **I have well experience in Orion software and ERP software**

**PERSONAL DETAILS**

Name : JESTIN

Date of Birth : 29th May1987

Sex : Male

Marital Status : married

Religion : Christian, RC

Nationality : Indian

# Languages Known : English, Hindi, & Malayalam

Visa Status : Employment Transferable

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