# Joseph [Joseph.312933@2freemail.com](mailto:Joseph.312933@2freemail.com)

# CARRIER OJECTIVES

# To obtain a positions as ERP Data Entry Operator, Logistic assistant, Administrativeassistant, sales ,office assistant ,office & administrationin an acute or sub-acutesetting where I can apply my professional knowledge and skills and continue to develop my carrier. PROFESSIONAL SUMMARY. Extensive knowledge ofERP , PAYROLL , MS OFFICE,MS Word, Excel& ITI –COPA (Computer Operator and Programming Assistant)Logistics well-versed in material management and inventory reconciliation. Highlyorganised and detail-oriented with a talent for accurate shipment tracking and problem resolution. Adapts quickly to the changing needs for fast-paced and growing organization. SKILLS \*ERP (Enterprise Resource Planning )software \*Inventory Management \*Invoice coding familiarity \*MS-Office Suite \*Advanced Book keeping skills \*Data trending knowledge \*Supply chain and resource PROFESSIONAL EXPERIENCE \*Sales atBig Bazzar Future value Retail limited (May 2008 to 2009) \*Harisons Malayalam pvt limited Willingdon Island Cochin as an ERP (Microsoft Dynamics data entering operator & Accountant assistant fromJune 2009 to January 2011 \*Logistics Assistant in Future value Retail limited (The company which runs retail outlets- Big Bzzar,FoodBazzar&FashionBazzar@BigBazzar, Cochin (February 2011 to July 2012) \*Harisons Malayalam Limited Willingdon Island Cochin as a ERP data entering operator&Accountant Assistant,,Inventory Management from August 2012 to still working.EXPERIENCEDETAILS \*Maintaining Stock and Inventory \*Receiving and verifying the stock received from Vendors and other branches. \*Uploading the stock received andout-worded in the System \*Maintaining statutory documents as per the sales tax rules. \*Maintaining the stock in FIFO mode and as per the stacking norms. \*Inventory Management \*Sending invoices and stock report to Head Office on daily basis \*Maintaining of registers (Manual & System) for stock \*Daily Crop ,Workers’ Wages ,Others… \*Translated business needs and priorities into actionable logistics strategies \*Received all imported goods and checked product condition and count \*Communicated with dispatches ,ware houses and customers regarding outgoing orders.

# IT SKILLS \*ITI -COPA(Computer Operator and Programming Assistant) \*ERP – Microsoft Dynamics \*MSOffice \*MS World & Excel

# EDUCATIONAL QUALIFICATION\*B.Com [Computer Application from University of M. G](Course completed) \*ITI-COPA( Computer operator and programming assistant)

# LANGUAGES KNOWN English,Malayalam,Tamil,

# PERSONEL DETAILS

# Date of birth :4 th August 1984 Nationality :Indian Marital status :Married Visa status : Visiting Visa

# Visa Expiry : 30\10\2016

# DECLARATION I do here by declare that according to best of my information and belief the details furnished above are true and correct

# Kerala Yours Faithfully