

Contact HR Consultant for CV No: 341985

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>



**OBJECTIVE**

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and task



**SUMMARY**

* Graduation in Computer Applications.
* Over 6+ year’s Store Keeper and administrative experience.
* Excellent Analytical and Problem solving skills.
* Creative, Adaptable, Fast learner and dedicated.



**PROFESSIONAL PROFILE**

* Hands-on experience in receiving, stocking, and delivering medical supplies.
* Profound knowledge of warehousing activities, store operations, and inventory management practices.
* Familiarity with operating computerized recordkeeping systems.
* Ability to prepare and keep correct and current medical store records.
* Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier.
* In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel).
* Excellent written and verbal communication skills and a strong desire to work hard and perform well.
* A proven track record of efficiency and accuracy in managing multiple functions, solving problems, maintaining confidentiality and producing quality work.



**TECHNICAL SKILLS**

**Operating Systems:** Windows XP/7/8/10.

**Software**: MS Office 2007/2010/2013, Optech, MEBS Ver1.0, Tally.

**RDBMS:** MS-Access.

**PROFESSIONAL WORK EXPERIENCE**

**ARYA VAIDYA NILAYAM AGENCY, MALAPPURAM, KERALA, INDIA May 2012 to November 2016**

**Designation:** Medical Store Keeper

**Responsibilities:**

* Counted and checked all incoming medical supplies, thoroughly and properly.
* Received and stored all incoming medical supplies, in an organized manner.
* Prepared, maintained, and submitted all inventory-related records and reports, accurately.
* Supervised and assisted with loading and transportation of all requested medical supplies.
* Collected and returned all canceled and damaged items back to vendors.
* Handled and answered inventory order and availability related questions, efficiently.
* Perform general data entry using Microsoft Excel and Word.
* Ordered, received, and checked all medical supplies and equipments, properly.
* Arranged, stored, and maintained the inventory level of all medical supplies.
* Rotated medical supplies and checked all store materials for expiration dates.
* Prepared and maintained computerized records of medical store supplies, in an accurate manner.
* Received and responded to all phone inquiries related to materials and inventory orders.
* Cleaned, sanitized, and tidied the medical store premises, efficiently.
* Utilized scanner, copier, telephone, fax machine, and printer to perform tasks.
* Perform a wide variety of secretarial tasks in support of the business.

**MANAPPURAM FINANCE LTD H.O. VALAPAD, THRISSUR, KERALA, INDIA March 2010 to April 2012**

**Designation: Probationary Officer Responsibilities:**

* Maintain the all duties in the Branch.
* Making daily cash position.
* Daily Gold loan Collection and release.
* Making daily reports.
* Money Transfer.
* Cash Deposits.
* Kanakadeepam Gold scheme.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Date of Birth** | **:** 29thMay 1984 |
| **Nationality** | **:** Indian |
| **Language Known** | **:** English, Arabic, Hindi and Malayalam |
| **Visa Status** | **:** Visit Visa (Expiry09-March-2017) |