Riyas

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# Objective

I am a hardworking, conscientious and self-motivated individual who possesses reporting and time management skills, leadership / team management qualities and the ability to learn quickly, I’m also willing to undertake training as required. Able to communicate with people on all levels, I am seeking a challenging position in a progressive organization where I can utilize my technical, personal and creative skills, my academic background and experiences in order to develop new skills, gain more experience and achieve my goals.

# Education

## Degree | PERCENTAGE | Date Earned | School

* Bachelor of Aeronautical Engineering | 68% | 2010-2014 | MAM.School of Engineering
* Higher Secondary School | 70 % | 2008-2010 | St.Anthonys Matriculation
* Professional Certification in NDE level ll | 80% | 2015 | WQC Institute
* Professional Certification in Quality Welding Inspection | 75% | WQC Institute

# Experience

## Storekeeper | Ramco cement | 2014-2016

* Supervising Staff, Regular Inventory Check, Receiving, Storing and issuing materials, supplies etc. According to established methods, establishing needs and ordering stock items, Data entry of Stock items in Computer, Maintaining account sheets of Creditors.

# Responsibility

* To exercise general control over all activities in Stores Department
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* To reserve a particular material for a specific job when so required.
* To issue materials only in required quantities against authorized requisition notes/material lists.
* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

# Skills

* Leadership skills | Computer proficiency | Data entry | Planning strength
* Office Management | Administrative Support | Ability to maintain confidentially

# Personal Details

Date of Birth : 13th December 1993

Marital Status : Single

Gender : Male

Language known : Tamil, English

Nationality : Indian

# Reference

# Will be available on request

# Declaration

# "I hereby declare that the above-mentioned information is true to the best of my knowledge and belief”