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**APPLYING FOR : STORE/STOREKEEPER!**

**OBJACTIVE!**

* To enhance and utilize my skills a competent worker and make most out of my abilities that I have gained through my experience. Good service is no longer enough in a fast growing business. You need a person who is hard-working, strategic, well determined, and have an excellent personality and a quick-learner to push your business to your clients.

**Personal Particulars!**

* **Visa Status : Visit Visa**
* **Gender : Male**
* **Date of Birth : 20th April 1983**
* **Civil Status : Married**
* **Height : 5`7**
* **Citizenship : Indian**
* **Place of Birth : Kerala,Kochi**
* **Religion : Islam, Muslim.**

**Experience!**

* **Company name : Al Nawras Hospitality(Sharjah Golf & Shooting Club)**
* **Location : Sharjah, UAE.**
* **Position Title : Sr.Storekeeper**
* **Department : Store**
* **Duration : 2009 to 2013**
* **Company name : Orok Auto parts**
* **Location : Dubai,UAE.**
* **Position Title : Asst.Storekeeper**
* **Department : Sales**
* **Duration : 2005 to 2007**
* **Company name : Cok Ceramics**
* **Location : Kerala, India**
* **Position : Stock Handler**
* **Department : Sales**
* **Duration : 2002 to 2004**

**Work Description!**

* **Keeping a record and maintaining cycle counts of the entire inventory in the store.**
* **Receiving and verifying the inventory with the purchase order listings.**
* **Reporting loss, damage and any such discrepancies to the supervising author lutes.**
* **Maintaining proper documentation processed for the receipt of the good and supplies.**

**Summary of Professional Qualifications!**

* **Huge working experience of storekeeping**
* **In depth knowledge of storekeeping methods and procedures**
* **Proficient with food and beverages**
* **Ability to perform miscellaneous clerical tasks**
* **Ability to write routine reports and correspondence**

**My key skills and Interest!**

* **Good Communication skills**
* **Computer Literate skills**
* **M.S. Excel, M.S.Words, Power Point, Adobe Photoshop, Internet.**
* **Stock/Store Handler skills**
* **Sale skills**
* **Hospitality skills**
* **Catering Services skills**
* **Document Controller skills**
* **Good Attention to Details**
* **Good Decision Making skills**

**Education Qualification**

* **S.S.L.C Board of Examination, Kerala. March-1999**
* **Pre-degree: Cochin University Kerala2001**

**Fluent in Speaking!**

* **English**
* **Hindi**
* **Malayalam**
* **Tamil**
* **50% Arabic**

**Declaration**

I hereby declare that the information I have given is true and correct to the best of my knowledge and belief. Hope you will consider my C.V. favorably and give me positive response.