

CURRICULUM VITAE

GOPIKRISHNAN

*E-mail:*

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CAREER STATEMENT

*“A store keeper is responsible for examining, analysing and preparing stock records and statements for an organization. I am flexible, focused and*

*maintain a calm and professional demeanour at all times, even when working under pressure. Looking to further my knowledge and take on new responsibilities and challenges. I am confident that with my skills and experience, I would make an excellent member of your team.”*

Gopikrishnan

Career Objective



To be a part of your esteemed organization in which I can make a significant contribution by virtue of my hard work, sincerity & analytical bent of mind. Looking for a position offering personal growth, challenge and responsibility, where my talents can be effectively utilized.

Work History



* *Mathew Thomas & Associates CHARTERED ACCOUNTANT Here I am Working as an Accounts Assistant (01-07-2013 to 30-09-2014)*
* *Working as a store keeper in G4S Qatar (23-09-2015 to 25-10-2017)*

Responsibilities



* *Takes care of the company’s show room.*
* *Coordinates extremely with the buyers and internally with the production department.*
* *Go to travel if needed to seek another customer and bring some samples from defined places.*
* *Clarify product availabilities and delivery time of orders.*
* *Work outside such as meeting for clients to introduce new and latest design.*
* *Follow up and assist orders if delayed.*
* *Helps in putting the display in Carrefour’s for bulk orders.*
* *Receiving the items each by counting.*
* *Delivery as same purchase order date following.*
* *Following the store missing stock and directly inform the managing of head.*
* *Making bar code for each item.*
* *Every six months we are making inventory control counting and fixing the warehouse.*



Academic Qualification

**B.com with Computer Application**

*Board of Examination, Dep.University of Kerala April 2013*

**12th (Humanit*es)***

*Board of Higher Secondary Examination, Govt. of Kerala, March 2010*

***S.S.L.C***

*Public Examination, Govt. of Kerala, March 2008*



***PERSONAL SKILLS***

Innovation and flair Communication skills Target orientated Team work Decision making Perseverance Attention to detail Confidence

Software Proficiency



*TALLY ERP 9*

MS Office.

Capability of internet using searching and surfing.

Hardware & Networking.

Personal Information



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| --- | --- | --- | --- |
|  | Marital Status | : | Single |
|  | Sex | : | Male |
|  | Date of birth | : | 5th November 1991 |
|  | Age | : | 26 |
|  | Religion | : | Hindu |
|  | Nationality | : | Indian |
|  | Languages Known | : | English, Malayalam, |
|  |  |  | Hindi. &Tamil |