**CURRICULUM VITAE**

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| **Career Objective** | | | |
| A versatile, motivated and committed professional with good knowledge and experience in documentation in logistics . To serve the organization with constant spirit, motivation, while also taking up interesting and innovative tasks that places my career in the path of growth in the organization. | | | |
| **JAYARAM** | **Work History** | | | |
|  | **Worked as Storekeeper in documentation section (logistic div.) Qatar during the period 27 sept 2013 to 10 jan 2020.**  Responsibilities :   * Prepare absenteeism report & time sheet of employees and the same forwarding to the reporting Manager. * Prepare overtime sheet of employees and the same forwarding to the payroll dept. * Customer & hyper delivery invoices submission to head Office. * Arranging Local Purchase Order for delivery. * Solving customer’s queries by telephone. * Preparing MIS report for invoice submission. * Preparing delivery notes & call sheets for delivery. * Cross checking the original GRN, Vendor invoice and purchase return document and forwarding the same to accounts dept. for releasing the vendor payment. * Conducting stock auditing yearly twice.   **Worked as Computer operator cum General assistant for Sreekrishna trading co. csa Aakar Paints at Trivandrum, India for the period 06-09-2010 to 15-10-2012** | | | |
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| **Personal Profile** |
| Date of Birth : 07th December 1984  Gender : Male  Nationality : Indian  Marital Status :single |
| Languages Known :  English , Malayalam& Hindi | * Stock monitoring, preparing invoices & dispatching the materials. * Calculation of monthly sales tax and maintain vouchers. * Solving customer queries by telephone. * Preparing MIS report for sales. * Conducting stock auditing. | | | |
|  | **Academic Profile** | | | |
|  | **2005 – 2007** | | *Madurai Kamaraj University, Tamilnadu* | |
|  |  | | **Master of Business Administration**  inManagement | |
|  | **2002 – 2005** | | *Kerala University, Kerala* | |
|  | **2000 – 2002** | | **Bachelor of Arts in Economics**  *Board Of Higher Secondary, Kerala*  **Class X11 Commerce Group** | |
| **Achievements / Certificates** | |
| **Computer Skills** | | | | |
| * MS Office, Orion, Tally& Peach tree | | | | |
| **Self -Analysis** | | | | |
| * Has got courage & confidence to take up any assignment. * Look for chances to work in a team. * Has got good communication ability | | | | |
| **References** | | | | |
| * Upon request   Email: [jayaram-398274@gulfjobseeker.com](mailto:jayaram-398274@gulfjobseeker.com)  I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09> | | | | |
| **Declaration** | | | | |
| I hereby declare that the above furnished details are true of my knowledge and belief. | | | | |
| Station: | | | |  |
| Date : | | | | **JAYARAM** |