**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 1984Gender : MaleNationality : IndianMarital 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.
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|  | **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
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| **Self -Analysis** |
| * Has got courage & confidence to take up any assignment.
* Look for chances to work in a team.
* Has got good communication ability
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| **References** |
| * Upon request

Email: 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** |