



JITHIN RAVEENDRAN

Store Keeper

PERSONAL SUMMARY

A highly competent, motivated and enthusiastic purchase assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate assistant support to project team and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people.

Currently looking for a suitable position with a reputable and ambitious company

AREAS OF EXPERTISE

Schedule Making
Follow up
Documents Maintaining
Accounts Support

PROFESSIONAL

Oracle
Citrix
Tally ERP9

PERSONAL SKILLS

Flexible & approachable

Time management

Proactive and assertive

PERSONAL DETAILS

Jithin Raveendran

Dubai

PHONE : - 0 5 5 2 4 1 6 5 0 6

LICENSE TYPE: MANUAL

rs.jithin146@gmail.com

DOB: 21/07/1994

Nationality: Indian

Job Visa

WORK EXPERIENCE

Al Shafar United

2017 JUNE

Store Keeper

Keep track of and record all outgoing and incoming shipments and ensure that they have been filled correctly and check the receipt base on the p.o.

Duties:

- > Supervise warehouse operations and oversee employees
- > Track inventory of products on shelves and storage unit
- > Maintain inventory
- > Selects vendors, places orders, and may arrange for service contract.
- > Assist Cost Control in the monthly stock-taking
- > To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.

Spencer's Retail Ltd.

Cashier cum Accounts Assistant 2017June - 2017 September

Duties:

- > Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- > Issue receipts, refunds, credits, or change due to customers.
- > Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- > Greet customers entering establishments.
- > Establish or identify prices of goods, and tabulate bills using calculators, or optical price scanners.
- > Answer customers' questions, and provide information on procedures or policies.
- > Calculate total payments received during a time period, and reconcile this with total sales.

ACADEMIC QUALIFICATIONS

Bachelor of commerce in Computer Application, 2013-2016

Sree Sankara Vidhyapeetom Nagaroor, Kerala, India

REFERENCES – Available on request