

# REJIN PAUL

Internal Stock Auditor/Purchase Assistant/Retail Sales Executive/HR Executive



+91-9744886510

rejin.nelb@gmail.com

Website/Link

Thrissur/Kerala/India

## EXPERIENCE

### Internal Stock Auditor/Purchase Assistant

Pure Gold Jewellers LLC

2017 - 04/2020 Dubai, UAE

Duties And Responsibilities

- Count current stock quantities/Review Inventory Records
- Document and prepare report
- Reporting to the management if any discrepancies in the Audit report
- Filing the documents
- upon receiving gold, weighing in machine and generate a data sheet.
- Uploading data sheet in to ERP.
- Print tag and shift to respective store locations..
- create MIS report to the management and submit upon request.
- issuing tag on request from stores.
- Stock controlAddress

### Retail Sales Associate

Pure Gold Jewellers LLC

2014 - 12/2017 Dubai, AE

Duties And Responsibilities

- Offer customer outstanding support and service by understanding needs. U.A.E
- recommending right products.Phone
- resolve customer issues.00971501345812
- Ensure proper presentation, organize, storing and replenishment of stock.
- Achieve group sales target. E
- Documentation. rejin.nelb@gmail.com

## LANGUAGES

English

Proficient



Malayalam

Native



Hindi

Proficient



Tamil

Intermediate



## ACHIEVEMENTS



Promoted to INVENTORY STOCK AUDITOR - Pure Gold Jewellers LLC - UAE from Gold Purchase Assistant Profile.

Why are you proud of this achievement?



promoted to GOLD PURCHASE ASSISTANT - Pure Gold Jewellers LLC UAE From Retail Sales Associate Profile.

Why are you proud of this achievement?

## EXPERIENCE

### Senior HR Executive

#### Manjilas Food Tech P.v.t Ltd

11/2014 - 11/2014 Thrissur/Kerala/India

##### Duties And Responsibilities

- Recruitment Date of birth
- Joining/On
- Boarding and Exit formalities 1988
- Organizing and coordinating training and induction for new joinees  
Marital status
- Preparation and submission of monthly MIS reports single
- Organizing & coordinating of various employee welfare activities  
Citizenship
- Documentation  
Indian

### HR Support Executive

#### Bajaj Allianz GIC Ltd

2012 - 03/2014 Cochin/Kerala/India

##### Duties And Responsibilities

- Assist recruitment team by maintaining of applicant tracking system & job  
Sales & Marketing posting.
- Scheduling & coordination of interviews  
Excellent
- Joining/On
- Boarding and Exit formalities
- Work closely with payroll team to ensure that the contractors are paid in a  
Buying & Purchasing. timely manner
- Organizing and coordinating training and induction programs HR & Administration
- Check applicant references, making job offers and initiating new hire  
documents needed proficient
- Maintaining proper records of the new joinees & resigned employees  
Customer Care
- Organizing and coordinating various employee beneficiary programs & procedures  
Excellent
- Preparation & submission of MIS reports on time.

## EDUCATION

### M.B.A - HR Major Elective & IT

#### Marthoma College of Management and Technology - M.G. University Kottayam/Kerala/India

2010 - 06/2012

GPA  
/ 100  
68% %

### B.B.A - General Management

#### Nirmala College of IT Chalakudy - M.G. University Kottayam/Kerala/India

06/2006 - 05/2009

GPA  
/ 100  
66% %

## SKILLS

MS Office Internet Retail

Admin ERP E-mail

Management Sales Purchase

Inventory Auditing MS Dynamics

Recruitment Customer Care