

AKHIL RAYAROTH

STORE KEEPER

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Career Objective

M.Com Graduate with dynamic and experienced accounting professional with 7+ years' working experience both in U.A.E and India seeking an opportunity to contribute practiced knowledge of Store Keeping & Accounting principles within an organization that values efficiency and allows for further career advancement.

Professional Summary

- ❖ Supervisor & Store Incharge - Velvon Paper Products - Oct.2023 To Nov.2024
- ❖ Cashier - Star Hypermarket - Jan.2022 To Aug.2023
- ❖ Store Keeper - Arabian German Company (Sharja-UAE) - April-2017 To Sep.2020
- ❖ Accountant - Nikshan Electronics Pvt.Ltd. (Kannur) - April-2014 To April-2015
- ❖ Successfully completed practical oriented training program 'ACCOUNTING WORK PRACTICE & JOB SKILL TRAINING' With SPANGLE ACADEMY Kannur, Kerala-India for 10 months.

Areas of expertise

Accounts Management



Store Keeping



Administration

Work Experiences

- ❖ **Company : Velvon Paper products**  **Oct. 2023 - Nov. 2024** |  **Kerala-India**
- ❖ **Designation: Supervisor & Store incharge**

- Take delivery of all incoming materials and reconcile with purchase orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Maintenance of stock records
- Fill Goods Inward / Day Book/ Daily Collection Register
- Ensure Receipts and Issues are correctly documented

❖ **Company : Star Hypermarket**



Jan.2022 - Aug.2023 |



Kerala-India

❖ **Designation : Cashier**

- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit

❖ **Company : Arabian German**



April 2017 - Sep. 2020 |



Sharja - U.A.E

❖ **Designation : Store keeper**

- Receive, inspect, and verify incoming goods against purchase orders and maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
- Generating a Material Received Report (MRR) in a timely manner.
- Keep a record of sales and restock. Maintain an automated supply inventory database.
- Conduct regular stock counts and reconcile discrepancies between physical stock and system records
- Maintain receipts, records, and withdrawals of the stockroom
- Keeping a record of sales and restocking the store accordingly.
- Assist with other warehouse tasks and duties as assigned.

❖ **Company : Nikshan Electronics Pvt.Ltd**



April 2014 - April 2015 |



India

❖ **Designation : Accountant**

- Maintain All Accounting voucher entry.
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors
- Maintain Journal Entry Sale, Purchase & Expense Invoice.
- Maintain day to day books of accounts in Tally.

Academic Qualifications

- 2011 - Master of commerce, Bharathiar University, India.
- 2009 - Bachelor of commerce, Kannur University, Kannur, India.
- 2006 - Plus Two, Board of Higher Secondary Examination, Kerala.
- 2004 - S.S.L.C, Board of Public Examination, Kerala

Key training areas

- Accounting & Taxation – Theory.
- Different company based practical training.
- Managerial skill training.

Computer & Professional Skills

- Experience in Book-keeping (Both Computerized & Manual),.
- Well versed with Office Packages and most Accounting Software
- Accounts Management: Handling the Finalization of Accounts.
- Administration & Operations: Team player with excellent interpersonal skills can handle multitasks, work under pressure, and Meet Deadlines.
- Expertise in all aspects of accounting, including accounts payables, accounts receivables, financial reporting, payroll administration, bank reconciliations, and tax accounting.
- Perform a wide variety of functions involved in the maintenance of financial records and other business services.
- Knowledge of MS-Office, Internet operations.
- Excellent written & verbal communication skills.
- Have good analytical skills and problem-solving ability.
- Able to interact with peoples from different ethnic backgrounds.
- Excellent communication skills, flexible, fast learner and trustworthy.

Personal Details

- Gender - Male
- Date of Birth - 04-06-1989
- Marital Status - Married
- Nationality - Indian
- Languages - English, Hindi, Malayalam
- Driving license - Valid Indian

Passport Details:

- Passport number - X3164841
- Date of Issue - 26-02-2024
- Date of Expiry - 25-02-2034
- Place of issue - Kozhikode

Declaration

I hereby declare that the information furnished above is true to best of my knowledge.

PLACE: Dubai

Akhil Rayaroth

DATE: