

ANOOP MOHAN

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Address:-

Thadatharikathu veedu
Mancha Nedumangad
Trivandrum

Personal Details:-

Date of Birth : 28-05-1995

Sex : Male

Marital Status : Single

Nationality : Indian

Father's Name : Mohana Kumar

Mother's Name : Latha Kumari

Languages Known:-

English,

Hindi,

Malayalam

OBJECTIVE:-

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

WORK EXPERIENCE

- TEEJAN FOODS PVT LTD, TRIVANDRUM, KERALA
Store Supervisor, 05/2017-11/2022

KEY RESPONSIBILITIES HANDLED

- Inspected and verified incoming goods against invoices or other documents, record shortages and reject damaged goods.
- Receive shipments, sort stock for distribution in the store.
- Oversaw loading and unloading of goods from trucks, etc.
- Determined method of shipment and prepare bills, invoices and other shipping documents.
- Unpacked and routed goods to appropriate storage areas.
- Operated hand truck or other equipment to load, unload, transport and store material.
- Keep record of invoices sent and received.
- Assembled containers and crates, pack goods to be shipped and prepare identifying information and shipping instructions.
- Place orders with suppliers when inventory is low and also order packing and shipping supplies when needed.
- Manage expiries.
- Quality Inspection procedure and classification certified.

SKILLS:-

- Hard work
- Documentation and reporting
- Inventory Management
- Multitasking and organization
- Staff supervision
- Friendly and positive
- Shift scheduling

TECHNICAL SKILLS:-

- M.S. Office-Word, Excel
- Internet and E-mail operations
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WORKSHOP ATTENDED

- Project on various departments in Travel and Tourism Industry in ALHIND Trivandrum.
- Conducted 1 month training in Rajadhani institute of Hotel Management
- College Campus Connects Programme one week workshop on reasoning skill.

ACADEMIC PROFILE

Qualifications	Institution	Board/University	Year
DEGREE (B.COM COMMERCE AND TOURISM AND TRAVEL MANAGEMENT)	CHMM COLLEGE FOR ADVANCED STUDIES	University of kerala	Pursuing
HIGHER SECONDARY (TRAVEL& TOURISM)	GOVT. CITY VHSS TRIVANDRUM	Kerala State Board	2013
SECONDARY	GOVT VHSS NEDUMANGAD	Kerala State Board	2011

DECLARATION:-

I confirm that the above mentioned details are true to the best of my knowledge and belief.

Place :

Date :

ANOOP MOHAN