



# ARUN KIZHAKKAYIL

+91 9400358479  
*arukizhakkayil@gmail.com*

## PERMANENT ADDRESS

KIZHAKKAYIL (H)  
VELUR WEST (PO)  
ATHOLI- 673315  
CALICUT  
KERALA , INDIA

## SKILLS

- \*Inventory control and managing
- \*Leadership
- \*Supervising
- \*Listening skill
- \*Communication skill
- \*Patience
- \*Team work
- \*Problem solving
- \*Coopup with any situation
- \*Decision making capability

# CURRICULUM VITAE

## CAREER OBJECTIVES

To be a committed employee in an organization with an admirable position where I can effectively contribute my skills as well as my creative capabilities which will prove to be beneficial for organisation.

## EMPLOYMENT HISTORY

### Assistant Store Manager

Tick Mart Supermarket (2022- 2022 )

- Supervising and controlling the staff and running store.
- Generating Purchase Orders,preparing Goods Received Notes , Periodical stock taking, Quality analysing

### Storekeeper

Edumart Hypermarket (2020- 2021)

- Receiving the goods,Preparing Goods Received Notes, labelling on products
- Personally handles the quality assurance of the product..
- Handling educational,sports, art crafts and supermarket items

### Checkout Operator ,

### Account assist

Lakshmi Textiles (2014- 2019)

- Assisting in Purchase entry, Goods Returned to Vendors and labelling
- Assisting in problem solving and brainstorming solutions to existing concerns
- Keep in touch with customers

## Personal Profile

Name : Arun K  
Date of Birth : 13-05-1995  
Gender : Male  
Marital Status : Single  
  
Religion : Hindu  
State : Kerala  
Nationality : Indian

Driving licence :56/6190/2013  
Passport no. : U5148624

## Languages Known

- \*Malayalam
- \*English
- \*Hindi

## EDUCATIONAL HISTORY

**Bachelor of Commerce ( Co-operation)**  
University of Calicut

## OTHER CERTIFICATIONS

- \*Professional Diploma in Shipping & Logistics
- \*Diploma in Computer Application
- \*Computerised Accounting using Tally

## TECHNICAL SKILLS

- \*MS Office
- \*Glowsis ERP
- \*Tally ERP9

## INTERESTS AND HOBBIES

I like travelling and long driving in car  
Also Watching movies, hearing musics.

## DECLARATION

I hereby declare that all the above particular details are true and correct for my best knowledge and belief.

Place : ARUN K  
Date :