



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 :
Date :

ARUN K