



SIBIN T.P

STOREKEEPER

Contact

Phone

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Email

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Address

Thaiparambil, Puthur, Thrur, Kerala,
Malappuram, 676 102,
India

Education

HIGH SCHOOL DIPLOMA

Board of Higher Secondary School /
Kerala / 2013

LINKS

Linkedin

<https://www.linkedin.com/in/sibin-tp-2a1741206>

Skills

Customer Service

Time Management

Purchase Requisition

Repairing

(Manual/Mechanical)

Language

English

Malayalam

Hindi

Experience

○ Oct 2014 - Dec 2015

Chiproniks Repairing Research Institute, Del
STOREKEEPER

- Received goods from suppliers and checked whether they met the requirements mentioned in the purchase order.
- Arranged and stored the required materials safely.
- Dispatched purchase requisition for buying fresh goods.
- Managed personnel at the store.

○ Nov 2017 - Nov 2021

Neighbourhood Promotion LLC Dubai
STOREKEEPER

- Maintained receipts, recorded and withdrew items from the stockroom.
- Received, unloaded and shelved supplies.
- Ensured adequate record keeping and managed all documentation to confirm proper stock level and maintain inventory control.
- Coordinated the handling of freight, the movement of equipment and necessary minor repairs.
- Responsible for packing, pricing, labeling and returning supplies.
- Kept up-to-date records of receipts, records, and withdrawals from the stockroom.