



JITHIN KOVVAPRAVAN

OBJECTIVES

Possess a wealth of 6+ years professional experience as an Store Keeper and Assistant Buyer. Ability to work under pressure, meet deadlines and very much willing to travel.

EDUCATION

- S.S.L.C (Secondary School Leaving Certificate) Board of Education Institute, Kerala- India. (2006)
- Plus Two: Commerce (Kerala Board of Education Institute -India) (2008)
- B.Com (Co-Operation) (Kannur University) (2008-2011)

WORKING EXPERIENCE

Store Keeper June 2017 to June 2021

Lulu Group International ,Kuwait


- Comparing purchase orders with invoices and packing lists.
- Check the quantity and ensure goods match with the order and supplier's invoice.
- Processing returns for incorrect, damaged or unsatisfactory items.
- Enter all internal and external goods movements into the SAP System.
- Keep all items in their respective place in an order.
- Coordinate with the purchase department for the urgent requirement.
- Plan and Schedule correct and timely delivery of materials, ensure smooth material flow and practice FIFO.
- Make periodical checks between system stock and physical stock, and investigate any variance ,report to the purchasing department immediately.
- Warehouse Maintenance and cleaning.
- Constantly keep the store in an ordering manner clean and maintain safety and security.
- Report all damaged and near expiry stocks and written off from system stock immediately after its clearance.


Assistant Buyer June 2021 to Oct. 2023


Lulu Group International, Kuwait (Hypermarket)

- Preparing, placing and tracking purchase orders.
- Ensure products are purchased at the right time, to specifications and at a good price.
- Build relationships with suppliers and negotiate for the best price.
- Maintain purchase records and follow up on purchase orders.
- Monitor warehouse inventory and coordinate deliveries of materials with the receiving department.
- Make comparisons in order to recommend vendors which are the best option.
- Maintain the cost quantity relation, pursuing the maximum saving of the company.

CONTACT INFORMATION

 Al Kazmiya, Sharjah, UAE

 +971 564864116

 jithinkvp@gmail.com

PERSONAL INFORMATION

Nationality: Indian
Birth Date: April 26, 1991
Civil Status: Married
Passport No: W3388842
Visa Status: Visit Visa

STRENGTHS

- ✓ Creativity
- ✓ Effective written
- ✓ communication Skills
- ✓ Excellent Customer
- ✓ Service Skills
- ✓ Can work independently or within a team
- ✓ Commitment to Service Excellence
- ✓ Dedicated – Hardworking – Fast Learner – Self starter

LANGUAGES

English, Hindi, Arabic, Malayalam

Computer Skills

Excel, Word, SAP ERP, VIM

REFERENCES

Available upon request