

## AMEEN R

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CHARUVIL PADINJATTATHIL, MULLIKKALA, THEVALAKARA  
P.O. 690524 - KOLLAM, KERALA, INDIA



### Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.



### Experience

**The Kerala Minerals and Metals Ltd. M.S. Unit, Chavara**

24/01/2022 - 23/01/2023

Apprentice Trainee

Computer Operator and Programming Assistant in Materials Department. All Purchase department functions and Process.

Experience in inviting tenders/quotations as per purchase procedure, Tabulation of quotations, Preparation of purchase orders after getting approval from concerned officials, collection of lorry receipts, Preparation of document for clearing consignment from various transporter's godown, verification of bills, Maintaining of all registers lick cash purchase, way bill, payments, purchase order. PO verification of bills, Maintaining of all registers lick cash purchase, way bill. etc.



### Education

**Govt. Industrial Training Institute, Kayamkulam, Alappuzha**

2021

Computer Operator and Programming Assistant  
NSQF level -4

**Govt. H.S.S., Ayyankoickal, Koivila, Kollam**

2019

Plus Two( Humanities)  
66.5%

**H.S for Boys, Thevalakara**

2017

SSLC  
81%



### Skills

1. Well knowledge in JAVA, HTML, MS Office, Tally 2.Sales management 3.Team Building skill 4.Problem Solving mind 5.Quick Decision Maker



### **Achievements & Awards**

Ministry of Skill Development and Entrepreneurship ( MSDE) Certificate for Computer Operator and Programming Assistant.



### **Languages**

English

Arab

Malayalam

Tamil

Hindi



### **DECLARATION**

I hereby declare that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned purpose.

Date:

Place: