



Siva Prasad

Date of birth: 05/09/1994 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+971) 0501303846 (Mobile) | **Email address:** sivap1202@gmail.com | **Address:** MALAPPURATH HOUSE , THALI, VARAVOOR, 680585, THRISSUR, India (Home)

WORK EXPERIENCE

10/07/2017 – 28/08/2019 MALAPPURAM, India
STOREKEEPER HAFEED RAHMAN

1. Receive and forward all goods and deliveries in and out of the hotel to the correct point of storage area.
2. Able to follow standards for issuing and receiving stock within the store's area of operation.
3. Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
4. Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
5. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
6. Refuse acceptance of damaged, unacceptable, or incorrect items.

Address C/O WHITE FAMILY RESTAURANT T P, TWR-532 B1 B2 AP 3 PUTHANATHANI, PUNNATHALA NH CALCUT ROAD, PUTHANATHANI, 676552, MALAPPURAM, India

EDUCATION AND TRAINING

2010 – 2012 THRISSUR, India
PLUS TWO PRATHIBHA COLLEGE

2009 – 2010 THRISSUR, India
SSLC GHSE VARAVOOR

2013 THRISSUR, India
TALLY KNOW HOW Computer Academy

LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C2	C2	C2	C2	C2
ENGLISH	C1	C1	B1	B1	C1
TAMIL	C1	A1	B2	B1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

accounting software Tally | TALLY ERP 9,GST | Microsoft Office (Word , Excel and Power Point)