

JIJU VARGHESE JACOB

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Objective:

To create a niche for myself in an organization by utilizing my skill sets and to gradually climb the ladder of success along with the organization with hard work, sincerity and dedication.

Career Profile:

Company Name	Duration	Designation
APEX National Catering Service, Abu Dhabi	13 th Aug. 2022 – to Present	Assistant Storekeeper
National Corporation for tourism & hotels, Abu Dhabi	Jan 2015 – 12 TH Aug. 2022	Assistant storekeeper
ACS (A Xerox Company), Info park, Kochi	May 2012 to Dec 2012	Data entry operator

Duties & Responsibilities:

- Stock inventory
- Receiving & Ordering the items
- Staff training
- Items arrangements
- LPO's Ordering
- Following IFFO
- Check list preparing
- Receiving record making
- Managing and training store staff
- Ensuring that the store is kept clean and organized

Education Qualification:

Course	Institution	Board/University	Year	Marks
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Place: Abu Dhabi

Date :

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