



JITHIN SIVADAS

STORE KEEPER

CONTACT

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Kakkanadan (H)
P.O.Alagappanagar
Thrissur-680302
Kerala,India

EDUCATION

2005-2008
CALICUT UNIVERSITY
• Bachelor of arts

SKILLS

- Ms office
- Internet
- Teamwork
- Time Management
- Critical Thinking

LANGUAGES

- English
- Hindi
- Malayalam

PROFILE

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks. Seasoned store in charge with expertise in warehousing that exercise general control over all activities in store department Knowledgeable in maintenance of proper records. Timely follow up of delivery and conducts actual physical stock inventory

WORK EXPERIENCE

Alboom Trading

2013-2020

Store keeper

- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per the purchase order description and specification required.
- Regular monitoring and analyzing different kind of materials.
- Delivery note, gate pass & other form of materials receiving report.
- File maintenance for all outgoing and incoming materials.
- Arrange the materials according to the delivery orders.
- Shipments receiving from port as per the packing list all types of building materials. Supervising people for shifting materials in their exact area or location.
- Material receiving and GRN posting to company system. Responsible for weekly and monthly materials report to department manager.
- Maintaining SRN note while materials coming back. Arrangements of transportation for the delivery of materials.
- Arranged and segregate materials in their corresponding location. Daily routine store work.

Josons Hardware

2009-2012

Store keeper

- Take care of the company warehouse. Billing the materials sold out.
- Daily stock checking and cash handling. Receiving the items each by counting.
- Material inventory and monitor stock availability.
- Responsible for weekly and monthly materials report to department manager.
- Monitor the incoming and outgoing precast materials.

Declaration:

- The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors