



JERRY JAMES K P



CONTACT

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James Cottage TC / 11 (174)
Kanakanager, Kowdiar PO Trivandrum,
Kerala, India



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.



EXPERIENCE

Apex Al Wataniah Catering Company LLC Abu Dhabi

13/08/2022 -

Storekeeper

Making Purchase Order
Posting Invoice
Inventory
Prepare Daily Cost
Checking daily incoming and Outgoing items.
Monitoring daily store activities
Maintaining proper stock
Training new staff

NCTH (National Corporation For Tourism & Hotels) Abu Dhabi

13/11/2018 - 12/08/2022

Assistant Storekeeper

Goods Receiving
Following FIFO Policies
Receiving Record, Rejection Record
Store Arranging.

Hotel Ganga Residency Tamil Nadu, India

02/01/2017 - 25/10/2018

Assistant Accountant

Preparing financial document such as invoices and accounts payable and receivable.
Managing Payroll
Assisting with Budgets.
Managing day-to-day transactions.

Hotel Windsor Rajadhani Kerala India

10/01/2013 - 04/11/2016

Sr. Cashier / Asst. Storekeeper

Reviewed weekly sales circulars and monitored price changes.
Take money in the form of cash, credit card, or check.
Receiving material, Arranging Material.
Issuing materials.

Hotel Windsor Rajadhani Kerala India

01/11/2010 - 05/01/2013

Cashier

Prepare Invoices
Arrange purchase invoices
Take payment and make change.



SKILLS

MS Office, Tally, SAP, Data Entry
Inventory Control Supervising



ACHIEVEMENTS & AWARDS

Highfield Level 3 Award in Food Safety
in Catering. Essential Food Safety
Training Certificate.



LANGUAGES

English Hindi Tamil Malayalam.



REFERENCE

Mr. Rajesh Ayyappan - Apex Al
Wataniah Catering (ADNOC Location).
Location Manager
+971 547125422



PERSONAL DETAILS

Date of Birth : 16/05/1988

Marital Status : Married

Nationality : Indian



ACTIVITIES

Sports Culture and Welfare

● **Hotel Maurya Rajadhani Kerala India**

05/09/2009 - 30/10/2010

Waiter

Taking Order
Serving Food and Drinks
Removing dinnerware from the table in a time manner

● **Reliance BIG TV Kerala India**

29/08/2008 - 08/02/2009

Marketing Executive

Promotional activities
Devising and presenting ideas and strategies.



EDUCATION

● **MG University**

2009

Travel and Tourism (Bachelor Degree)
II

● **Government of India**

2010

Diploma in Financial Accounting
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INTERESTS

● Traveling, Music, Car Race



ADDITIONAL INFORMATION

| Completed IATA



DECLARATION

● I solemnly declare that the above mentioned statement is complete,
correct and true to the best of my knowledge and belief.

JERRY JAMES K P