

Curriculum Vitae

Jinish.K.Jayan

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PERSONAL DETAILS

Father Name: P. M Jayan
Date of Birth: 05 Aug 1987
Gender: Male
Nationality: Indian
Marital status: Single
Religion: Hindu
Language: English, Hindi, Malayalam
Passport no: P1881075 – Expire 05/07/2026
Visa Status: Employment Visa

PROFESSIONAL SUMMARY:

Seeking a suitable position in your organization, where I can utilize my past and varied experience fully in a career opportunity that would add significant contribution to the success of me and employer.

EDUCATIONAL BACKGROUND

- **Plus Two**
- **Matriculation**

WORKING EXPERIENCE:

- **Currently Working as Storekeeper in EMKE Group (Lulu Hypermarket LLC)
15 Years Experience – Sept 2007 – Till Date**
Duties & Responsibilities
 - Delivery/take card and cash payments, give change.
 - Answer customer inquiries and give advice about products.
 - Receiving, Storing, & Dispatching goods effectively within the rules & regulations framed by the management.
 - Maintained Store facilities to ensure smooth functioning – made arrangements and placed orders for new stock & supplies whenever necessary.

TECHNICAL QUALIFICATIONS

- Know Basics of Computer Hardware, Software & Networking
- Ms Office
- SAP

PERSONAL SKILLS

- Highly Organized, focused, and systematic, honest, dedicated, and reliable
- Strong Interpersonal and Communication Skills.
- Ability to work in with minimal supervision.
- Greeting customers in a courteous and friendly manner.

DECLARATION

I hereby declare that the above mentioned statement is true and correct to the best of my knowledge & belief.

Sincerely, **JINESH.K.JAYAN**