



# LIJO POULOSE

## STORE KEEPER/ STOCK CONTROLLER

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📍 DEIRA, DUBAI

### EDUCATIONAL PROFILE

- ☐ M.B.A - Mahatma Gandhi University
- ☐ B. Com - University of Calicut
- ☐ Pre Degree - University of Calicut

### COMPUTER PROFICIENCY

❖ MS Office from NIIT: MS Word, MS Excel, MS PowerPoint, Outlook Express, Internet

❖ Tally ERP9

### KEY SKILLS

- ☐ Stock inward and outward procedures
- ☐ Inventory Management
- ☐ Stock Movement Analysis
- ☐ Proper ordering for the products for the fill rate
- ☐ Co-ordination of supply of products
- ☐ Category based stock arrangements in shelf/ Racks
- ☐ Minimization of pack damage /expiry of stocks
- ☐ Supply based on payment outstanding from market

### SUMMARY

I will be greatly honored to join a team of experts in an ambitious organization, which has cherished through the years. I will be an integral part of the team both in learning and importing the knowledge in me through hard work and determination that will definitely bring laurels and glory to the organization.

### WORKING EXPERIENCE

#### EXPERIENCE IN U.A.E.

#### ✚ Administrative Officer in M/s.East West Building Contracting LLC, Dubai, United Arab Emirates from November 2014 to October 2015

1 year

- HR Administration of day-to-day activities
- Coordinating Interviews and procedures of selected employees like offer letter, document collection for visa process, work permit and viapplication etc.
- Visa Stamping Procedures-Medical, EID Application, visa stamping, Collecting time and attendance records at work sites from site supervisors/foreman, Wages card calculations.
- Labour camp allocation and supervision, nconducting orientation programs
- ☐ Managing and recording of sickness absence records ☐ Managing the holiday's process and recording of all staff holidays in the group ☐ Managing the personnel records ☐ Administration of any training course forstaff

#### EXPERIENCE IN INDIA

#### ✚ Manager- Stock administration and business operations in M/s.GODIA MARKETING,Kochi from November 2015 to May 2023- 8 years

M/s.GODIA MARKETING is the **distributor of cosmetic brands** Lotus Herbals, Sugar/ Quench Cosmetics, Oshea Herbals, IBA Cosmetics, Swiss Beauty Cosmetics, Auric/ Aureana Cosmectcis, Faces Canada Cosmetics and Softsens Baby Care at Kochi, Kerala.

- Get orders from retailers/wholesalers, invoicing,
- Inventory/Stock Management, Maintaining Optimum Stock by timely purchase orders to the company, Stock inward -outward Procedures
- Ensuring smooth supply of stocks from stock point to retailers/wholesalers, Followups related to payment collection and reorder

#### ✚ Admin Co-ordinator in Chavara Cultural Centre, Cochin from June 2012 to November 2014-2 ½ years

Chavara Cultural Centre is run under the supervision of CMI congregation of priests who manage over 200 educational institutions all over India, including

### PASSPORT DETAILS

Passport No : M0236842  
Date of Issue : 21/07/2014  
Date of Expiry : 20/07/2024  
Place of Issue : Cochin

### VISA STATUS

Visit Visa  
(201/2023/11400816795)

### DRIVING LICENSE

Holding Valid Indian  
International License  
(No: KL4520030005361)

### PERSONAL INFORMATION

Date of Birth: 12/01/1983  
Sex: Male  
Marital Status: Married  
Nationality: Indian  
Languages Known: English,  
Malayalam and Hindi

### PERMANENT ADDRESS

Menachery House  
Alathoor P.O.  
Annamanada Via  
Thrissur Dist, Kerala  
India, Pin: 680 741

prestigious colleges like Christ College Bangalore, S.H.College, Thevara Kochi, Rajagiri Institutions Kalamasserry,etc.

- Conduct and co-ordinate the presentations and other promotional activities in other institutes for promoting the courses conducting in this Centre,
- Coordinating cultural Activities in centre, Coordinating the advertisement and brochure designing
- Developing competitive strategies like additional training programs, Scholarships, Better fee structure, Job placements etc.



**Continental Mercantile Corporation (Inc.), Manpower Consultancy & Overseas Placements as HR Executive** in Mumbai from August 2008 to March 2009 and as **HR Co-ordinator** in Cochin Head office from April 2009 to May 2012 -4 years

Continental Mercantile Corporation Inc (CMC), an ISO 9001 certified company is Asia's leading HRD and management Consultant Company operating worldwide in 24 countries with an excellent track record and a large clientele across the globe.

- Communication with clients regarding interview schedules
- Issuing job requirements of clients to branches
- Controlling & co-ordination of branches in short listing & confirming of Candidates for Client Interview
- Coordinating activities for advertisement regarding Client interview
- Coordinating interviews in different branches
- collecting selection list & preparing reports



**Business Development Manager in COCHIN CADD CENTRE**, Cochin from June 2006 to July 2008- 2 years

COCHIN CADD CENTRE is a leading software training centre in Computer Aided Designing and Animation Software which is located at Cochin, Kerala State, India.

- Conduct and co-ordinate the presentations and other promotional activities in colleges about CAD and animation softwares.
- Set targets and responsibilities to the sales executives and motivate them to achieve it
- Conduct the awareness program about CAD and Animation Softwares in flats and clubs
- Coordinating the advertisement and brochure designing.
- Promoting Special Scholarship Programs to target students
- Co-ordinate Marketing Team Meeting & Developing competitive strategies
- Reporting to the centre manager and directors

### DECLARATION

I, LIJO POULOSE, declare that the above details are true to the best of my knowledge and belief.

**LIJO POULOSE**