



SUHAIL KP

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OBJECTIVE

Seeking a career suitable job with challenges and responsibilities to associate with a progressive organisation that gives me scope to apply my professional knowledge and skills and to become a part of a dynamic team

SKILLS

- Having a basic knowledge of computer systems, software and other machines relevant to being a receiver, store keeper, sales manager or sales executive
- TALLY
MS.DOS, MS.OFFICE, WINDOWS
WORD, EXCEL, POWER POINT
SAP, Microsoft Dynamic Navigation, Polosys Erp, others
Can accurately manage all financial transactions

ADDITIONAL INFORMATION

Status : Married
Nationality : Indian
Passport
:
Passport No: M2400464, Date of issue:
24/09/2014, Date of expiry:
23/09/2024

INTERESTS

- # playing cricket # Surfing net, Solving puzzles and riddles, Reading various news papers and sports magazines # watching all types of sports games # photography # Chess

LANGUAGE

- Hindi,

EXPERIENCE

03/02/2019 -
20/08/2020

EKK GROUP SHARJAH

Data Entry Admin
Make clear notes on the receipt of the items against each invoice
Make goods received notes to maintain the stock levels systematically
Make price compensation notes against the items that are having credit note
approved by the purchaser
Review physical inventories periodically

05/04/2015 -
10/05/2018

NESTO HYPERMARKET

RECEIVING IN CHARGE
Maintain stock and consumption records
Maintain optimal stock levels
Inform the purchase department well in advance about the items that reach the re-order level to order from suppliers
Check the products before opening and closing of the store
Check incoming materials for quality and quantity against invoices, purchase orders and packing slips or other documents
Make clear notes on the receipt of the items against each invoice
Make goods received notes to maintain the stock levels systematically

01/03/2010 -
07/01/2015

PONNETH AGENCY

SALES AND MARKETING
Sales and Marketing Aspects

30.12.2020 -
25.07.2022

NESTO hypermarket india

warehouse storekeeper
Maintain stock and consumption records
Maintain optimal stock levels
Inform the purchase department well in advance about the items that reach the re-order level to order from suppliers
Check the products before opening and closing of the store
Check incoming materials for quality and quantity against invoices, purchase orders and packing slips or other documents
Make clear notes on the receipt of the items against each invoice
Make goods received notes to maintain the stock levels systematically

EDUCATION

2008

A.M.H.S.S Thirurkad, Malappuram, Kerala, India

10th Board (SSLC), Under Board of Examinations, Kerala, India
75%
2008
75%

2011

12th Board (Higher secondary) Under Board of Examinations, Kerala, India

50%
2010
higher secondary
50%

2010

Accountants Service Society (Regd under Govt of kerala)

Diploma in Computerised Financial Accounting
80%

- Malayalam,
- English,

REFERENCE

ACHIEVEMENTS & AWARDS

ACTIVITIES