



# CHRISTIN JO THOMAS

## STOREKEEPER

### CONTACT ME

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📍 Al Reem Island  
Abu Dhabi

### EDUCATION

- **Bachelor of Commerce**  
Mahatma Gandhi university,  
Kottayam  
(2017-2020)
- **Higher Secondary Education**  
Board of Higher Secondary  
Examination ,Kerala ,India  
(2015 - 2017)
- **SSLC**  
Board of public Examination  
(2015)

### KEY SKILLS

- Problem-Solving Ability
- Customer-Centric Mindset
- Effective communication Skill
- Multitasking Skills
- Risk Management
- Strong decision making skills

### CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of handwork and trust me with responsibilities and challenge

### WORK EXPERIENCE

**Techfix Solutions Computer Services & Store**  
Kottayam,Kerala

#### ■ STORE CLERK (April 2023 - March 2024)

- Cash handling
- Receiving incoming goods and verifying against purchase orders or invoices
- Monitoring inventory levels and anticipating supply needs based on demand forecasts and historical data
- Conducting regular stock counts, audits
- Maintaining documentation such as purchase orders, delivery notes, and invoices
- Organizing and storing goods in designated storage areas according to safety
- Coordinating with suppliers, couriers, or transporters for timely delivery and receipt of goods
- Reporting any issues or concern related to inventory, storage conditions, or equipment to appropriate personnel
- Implementing inventory control measures to minimize shrinkage ,loss, or damage
- Ensure high levels of customer satisfaction by addressing customer inquiries, complaints, and ensuring a positive shopping experiences
- Generating reports on inventory levels, stock movement, and discrepancies for management review
- Open and close the cash register at the beginning and end of shifts
- Update inventory management software or database regularly
- Analyze inventory data to identify trends and suggest improvement

## CERTIFICATIONS

- MS OFFICE
- MANUAL ACCOUNTING & TALLY
- PEACHTREE ACCOUNTING
- QUICKBOOK ACCOUNTING
- GOVERNMENT OF KERALA  
DIRECTORATE OF MINORITY  
WELFARE
- JUNIOR RED CROSS

## SOFTWARE SKILLS

- EASY BILL
- MS EXCEL
- MS WORD
- TALLY
- QUICKBOOK

## PERSONAL INFO

DATE OF BIRTH : 14/NOV/1999  
GENDER : MALE  
MARITAL STATUS : SINGLE  
NATIONALITY : INDIAN  
PASSPORT NO : V9992503  
VISA STATUS : VISITING VISA

## LANGUAGES

- ENGLISH : Professional working proficiency
- HINDI : Professional working proficiency
- MALAYALAM : Bilingual proficiency
- TAMIL : Limited working proficiency

CanAssure Consultancy Service & Institution of Education  
Kottayam,Kerala

### ■ OFFICE ASSISTANT (July 2022 - March 2023)

- Handling incoming calls, Emails, and other communications
- Filing documents and keeping records up to date
- Basic bookkeeping tasks such as recording expenses, processing invoices
- Inputting, updating, and maintaining accurate data in spreadsheet
- Collect essential data sets
- Scheduled Meetings
- Understanding customers preference, concern, and expectations

BB Traders Aluminium Centre Industrial spare parts products  
Pathanamthitta, Kerala

### ■ INVENTORY CLERK (October 2021- April 2022)

- Maintain accurate and up-to-date inventory records
- Monitor stock levels and reorder supplies as necessary
- Conduct regular stocktaking and audits to ensure accuracy
- Accept and inspect deliveries for accuracy and conditions
- Verify quantity and quality of received goods against purchase orders
- Organize the storage of goods to maximize space and efficiency
- Document and report any discrepancies or damages
- Ensure orders are fulfilled accurately and timely
- Handle returns and restock items as necessary
- Maintain detailed records of all transaction, including receipt, issues, and returns
- Coordinates with suppliers
- Communicate inventory status and issued to management
- Assistant with customer inquiries related to inventory and orders
- Generate and submit reports on inventory levels, order fulfillment,
- Provide assistance to customers and internal staff regarding inventory and order status
- Accept cash, cheque and electronic payments from customers
- Count cash at the beginning and end of shifts

## REFERENCES

Sumin Santhosh  
Manager

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TechfixSolutions Computer  
Services,Kottayam