

MEBIN P.C

STORE KEEPER / PURCHASE ASSISTANT

Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy. To follow-up overall inventory management. Taking physical inventory once a month to cross check with the monthly inventory report.



CONTACTS

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Chevoor P.O., Thrissur,
Kerala, India - 680027

SKILLS

- Warm greeting style.
- Strong customer service skills.
- Rapid arithmetic skills.
- Store-layout knowledge.
- Basic budgeting skills.
- Stock and inventory management
- Timely ordering of new stock
- Familiar with mobile ordering

COMPUTER INTELLECT

- MS Word ★ ★ ★ ★
- MS Excel ★ ★ ★ ★

LANGUAGES KNOWN

- English
- Hindi
- Malayalam



PROFESSIONAL EXPERIENCE

2021 Nov
To
2023 Nov

Store Keeper

Hotel Merlin International, Thrissur, Kerala-India

- Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
- Able to follow standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations
- Supervise other staff members and keep a record of sales
- Cross verify the monthly report at the end of each month

2020 July
To
2021 Apr

Logistics Assistant

Surabhi Innovation Pvt. Ltd., Angamali , Kerala-India

- Received the goods from mother hub and checking their quality and counts.
- Prepare a delivery order to mother hub as customer requirements.
- Weekly stock taken for 100% accuracy
- Coordinating the vendors for timely delivery
- Controlling the ten labors of team to warehouse and store operation



EDUCATION



PG Diploma in Shipping and Logistics

Center For Continuing Education Kerala



Bachelor of Commerce

University of Calicut - PG center Thrissur



PERSONAL INFO

Date of Birth : 19-04-1999

Gender : Male

Marital Status : Single

Nationality : Indian

Passport No : V6584540

I hereby do declare that the above mentioned details relating to me are true and correct to the best of my knowledge.

Date :

Place :

Mebin P.C