



**ALEN ABRAHAM**

**INDIA,KERALA**

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## **PROFILE**

I am an energetic and ambitious individual who has developed a mature and responsible approach to tasks that I undertake. Possesses highly developed interpersonal communication skills and an ability to thrive in a dynamic environment while maintaining professional relationships.

## **EDUCATION**

- Bachelor Degree in Computer Application on march 2014
- Board Of Higher Secondary Exam On 2011
- Secondary School of leaving Certificate on 2009

## **EXPERIENCE**

- Working in Divon Rock Products Pvt Ltd Balal P.O Konnanamkadu, Kasargod as a Storekeeper. June 2021 to May 2025
  - Managing Inventory
  - Purchasing Invoices
  - Receiving, unpacking and arranging new shipments from suppliers and vendors
  - Stocking Shelves
  - Organizing & Maintaining Stock
  - Receiving & Dispatching Goods
  - Keeping Records for Transactions
  - Ensuring the Smooth Operation of a store or warehouse
  - Handling Complaints
- Working At Peedikapparambil Building Construction Thodupuzha , as a storekeeper.( February 2019 to February 2020)
  - Cash Handling
  - Managing Inventory
  - Purchasing Invoices
  - Keeping Records Of Transactions
  - Organizing & Maintaining Stock

## **IT & INTER-PERSONAL SKILLS**

- Microsoft Office (Word, PowerPoint & Excel).
- Tally ERP9

**PERSONAL DETAILS**

<b>Date of Birth</b>	04 May 1994
<b>Nationality</b>	Indian
<b>Driving license</b>	India 4 Wheel license
<b>Languages known</b>	English, Malayalam, Tamil
<b>Marital status</b>	Married

**DECLARATION**

I hereby declare that the above particulars of information and facts stated are true and complete to the best of my knowledge.

**Alen Abraham**