



# BASITH E

## PROFESSIONAL SUMMARY

To obtain a responsible career position wherein I can fully utilize my experience for the orderly growth of myself in the organization while making a significant contribution to the success of my employer

### Phone

+971 564958591  
+971-562849602

### Email

basithe@gmail.com

Nationality  
Indian

Area  
Al Aweer Dubai

Visa Status  
Employment  
Visa

## WORK HISTORY

### Store keeper And Inventory management From 2013 till present

#### ➤ Kibsons International LLC Dubai,UAE

- Providing day to day reports to purchaser about the stock of the fruits and vegetables and grocery items.
- Assist in the preparation of monthly Stock register.
- Maintenance of storage of fresh foods by keeping temperature.
- Providing customers a personalized, friendly and efficient cashiering service.
- coordination. Of home delivery by arranging drivers
- Receiving of new stock and entering in system.
- Checking the quality of received goods.
- Arrangement of store for fruits,vegetables and grocery foods

#### Assistant manager

#### ➤ My Sweet India Food Product pvt LTD-Chennai 2007 to 2013

- Preparation and input of stock registers.
- Inputting, matching, batching and coding of invoices.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Preparation of purchase orders to suppliers.
- Conducting regular business reviews.
- Proactively identifying business improvement opportunities.
- Controlling of employees and giving instruction to them.
- Checking the quality of Products and giving accurate orders.

## SKILLS

Data Entry

Calculating  
liabilities

Invoice  
preparation

## LANGUAGES

English	<div></div>
Hindi	<div></div>
Malayalam	<div></div>
Tamil	<div></div>
Urudu	<div></div>

## EDUCATION

- **BA with Economics Calicut University Kerala 2007**
- **Board of Higher Secondary Examination Certificate Kerala 2004**
- **Secondary School Leaving Certificate Kerala 2002**

## TECHNICAL QUALIFICATION

- **Diploma in Computer Applications ( MS Office) G-Tech Computer Educational Center Kerala-2007**

## PERSONAL DETAILS

**Nationality : Indian**

**Marital Status : Married**

**Date of Birth : 19/04/1987**

**Gender : Male**

## DECLARATION:

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

**BASITH EANGAKKOTTIL**