



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

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.

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Email

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Nationality
Indian

Area
Al Aweer Dubai

Visa Status
Employment
Visa

SKILLS

Data Entry

Calculating liabilities

Invoice preparation

LANGUAGES

English	
Hindi	
Malayalam	
Tamil	
Urudu	

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