



MAJO K BABU

STOREKEEPER / WAREHOUSE ASSISTANT

CONTACT

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- in <https://www.linkedin.com/in/majo-k-babu-19aa27207>
- 📍 Bur Dubai, Rolla Street, Dubai

ACADEMIC CREDENTIALS

- **BACHELOR OF COMMERCE WITH COMPUTER APPLICATION** | 2016 –2019
St Aloysius College Edathua, Kerala, India
- **HIGHER SECONDARY** | 2014-2016
Board of Higher Secondary Examination, Kerala, India
St Aloysius H S S Edathua, Kerala
- **SSLC** | 2014
Board of Public Examination, Kerala, India
St Aloysius H S Edathua, Kerala

CERTIFICATION

- **Diploma in Indian and Foreign Accounting**
G-TEC Computer Education, Kerala
- **GST**
Prohub Process Management Pvt Ltd
- **Certified Business Correspondent & Business Facilitator Vocational Course**
EduBridge India

PROFILE SUMMARY

Experienced and detail-oriented Internal Audit Executive and Storekeeper cum Billing Executive with 2 years of expertise in financial, operational, and compliance audits. Proficient in risk assessment, documentation, inventory management and process improvement. Strong communication and collaboration skills to work effectively with stakeholders and deliver valuable recommendations and collaborates with service and store teams for accuracy and efficiency. Proactively identifies process enhancements for streamlined operations.

EMPLOYMENT CHRONICLE

DATA ENTRY EXECUTIVE | Jan 2024– April 2024

GOLDEN DAY HYPERMARKET, AL FAHIDI, DUBAI, UAE

KEY RESPONSIBILITIES

- Accurately enter, update and maintain product details, prices and stock levels in the ERP system.
- Updated and maintained stock levels, reducing stock discrepancies and enabling timely reorder decisions.
- Assist in barcode generation and labelling for new products.

INTERNAL AUDIT EXECUTIVE- INVENTORY | Feb 2022 – Jan 2024

NIPPON TOYOTA, THIRUVALLA, KERALA, INDIA

KEY RESPONSIBILITIES

- Reviewing service, spare parts and finance departments processes and procedures to ensure compliance with company policies, industry regulations and best practices.
- Conducting physical inventory counts such as vehicles, spare parts and accessories stocking weekly to verify the accuracy of inventory record and reconcile any discrepancies.
- Ensuring spare parts, accessories and lubes are stored in the correct locations, properly labelled, easily accessible, following safety and guidelines to prevent damage.
- Documenting audit findings, recommendations and corrective actions in audit reports and presenting findings to management on monthly basis.
- Reviewing the accuracy of spare parts, accessories and local items, purchase and sales report periodically to identifying inefficiency in reporting to DMS software.
- Cross-check branch wise transactions of stocks such as vehicles and parts comply with ledger entries, e-way bill data to identify discrepancies.

STOREKEEPER CUM BILLING EXECUTIVE | Jan 2021 - Jan 2022

QUALITY TRADERS, EDATHUA, ALAPPUZHA, KERALA, INDIA

KEY RESPONSIBILITIES

- Generate and issue accurate invoices to customers.
- Maintain organized records of invoices and payments.
- Processing sales transactions, handling cash or card payments and issuing receipts.

ACHIEVEMENTS

- Worked as Head of Registration Committee of 'DECATOD 2018 (Cultural fest of Bcom Computer Application department, St Aloysious College Edathua)
- Member of college volleyball team

COMPUTER PROFICIENCY

MS Office	★★★★★
Tally Prime	★★★★★
Internet & Email	★★★★★

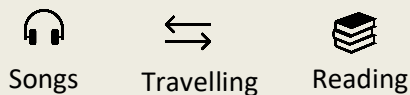
PASSPORT DETAILS

Passport Number	: T9612538
Date of Expiry	: 24/10/2029
Place of Issue	: Cochin
Visa Status	: Own visa

LANGUAGE KNOWN

English	<div><div></div></div> 95%
Hindi	<div><div></div></div> 90%
Malayalam	<div><div></div></div> 100%

INTERESTS



- Keeping track of stock levels, ordering new inventory and maintaining accurate records of all items in the store.
- Ensuring that products are well-organized and displayed attractively to facilitate easy browsing and purchase.

PROJECT

THE INFLUENCE OF DIGITAL MARKETING

- The research has been done on the light of digital media and consumer purchasing decision. It affects each progression of customer obtaining choice procedure to various degree with respect to sustenance retailer shops. After the investigation, the exploration targets are satisfied the majority of the target are appropriately accomplished through the exploration.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 06/03/1998
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Kannamkulangara House Kunthirickal PO Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

MAJO K BABU