



MAJO K BABU

STOREKEEPER / WAREHOUSE ASSISTANT

CONTACT

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- 📍 Bur Dubai, Rolla Street, Dubai

ACADEMIC CREDENTIALS

- **BACHELOR OF COMMERCE WITH COMPUTER APPLICATION** | 2016 –2019
St Aloysius College Edathua, Kerala
- **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

- **Certified Business Correspondent & Business Facilitator Vocational Course**
Edu Bridge
- **GST**
Prohub Process Management Pvt Ltd
- **Diploma In Indian and Foreign Accounting**
G-TEC Computer Education

PROFILE SUMMARY

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

EMPLOYMENT CHRONICLE

INTERNAL AUDIT EXECUTIVE-INVENTORY | Feb 2022 – Jan 2024

NIPPON TOYOTA, THIRUVALLA, KERALA, INDIA

KEY RESPONSIBILITIES

- Reviewing sales, service and finance departments processes and procedures to ensure compliance with company policies, industry regulations and best practices.
- Conducting audits of service transactions including repair orders, parts sales and labour charges to verify accuracy and completeness.
- Conducting physical inventory counts such as vehicle and spare parts stocking weekly, monthly to verify the accuracy of inventory records and reconcile any discrepancies.
- Examining warranty claims and service contracts to ensure proper documentation and adherence to warranty terms.
- Conducting audits of sales transactions including vehicle sales, financing agreements and trade-ins to verify accuracy and completeness.
- Documenting audit findings, recommendations and corrective actions in audit reports and presenting findings to management on a monthly and annual basis.
- Communicate with stakeholders effectively.
- Conduct physical year-end audits on company's fixed assets, machinery's, technician tools, spare parts to determine whether the items are damaged, looted or spoiled.

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.
- Keeping track of stock levels, ordering new inventory and maintaining accurate records of all items in the store.
- Processing sales transactions, handling cash or card payments and issuing receipts.
- Coordinate with the sales team to gather information on completed sales transactions.
- Ensuring that products are well-organized and displayed attractively to facilitate easy browsing and purchase.

ACHIEVEMENTS

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

COMPUTER PROFICIENCY

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

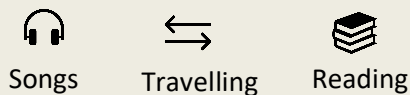
PASSPORT DETAILS

Passport Number	: T9612538
Date of Expiry	: 24/10/2029
Place of Issue	: Cochin

LANGUAGE KNOWN

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

INTERESTS



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