

 BIJURAJ P

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**Objective**

Intend to build a career with leading corporate environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

**Work Experience**

* **AL MADINA DISTRIBUTION CENTRE L.L.C (Inbound and outbound Receiver** )
* Receive and sign for deliveries
* check deliveries against orders, invoices, manifests and other documents to verify correctness
* record and report overages, shortages and discrepancies
* liaise with shippers to rectify problems with deliveries
* inspect the condition and quality of delivered items
* record and reject damaged items
* process returns of damaged items
* prepare and keep records of good received
* complete daily receiving entries into computer system
* store stock in an orderly manner in appropriate locations

**Sharjah Aviation services**-Sharjah, Ground Staff (Tractor driver 2018 Jan- 2020)

* The role of Loader Driver is to ensure the safe loading and unloading of all bags and cargo from the Aircraft. It also involves the accurate delivery of bags and cargo to and from the Aircraft side.
* **Expert Valet Car Park Rental LLC**, Dubai, clerk

(Oct 2016 – April 2017)

* Manage transactions with customers using cash registers.
* Collect payments whether in cash or credit.
* Preparing and sorting documents for **data entry**.
* **Ace Motors Pvt Ltd,** Tirur, Spare Parts Warranty In-Charge,(Aug 2015 –Oct 2016
* Resubmits all rejected claims promptly or receives authorization to write them off.
* Tracks warranty parts by tagging with repair order number, date of replacement and date on which part may be disposed of.
* Arranges for parts to be shipped to the factory or distributor or to be scrapped.
* **Tally Tax Pvt Ltd , Tirur**, Accountant cum Data Entry Operator, (Jun 2013 – Jun 2015 )
* Preparing and sorting documents for **data entry**
* Track transactions on balance sheets and report any discrepancies
* **Onashi Trading LLC**, Dubai, clerk

 Maintain files and records so they remain updated and easily accessible

 Sort and distribute incoming [mail](https://resources.workable.com/mail-clerk-job-description) and prepare outgoing mail (envelopes, packages, etc.)

 Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.

 Undertake basic bookkeeping tasks and issue invoices, checks etc.

 Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages

**Academic Qualification**

* **2014** -Diploma in Computer Hardware and Networking Engineering
* **2011-2014**-Diploma in Electronics and Telecommunications Engineering
* **2010-2012**-Diploma Computerized Accounting
* **2007-2009**-Higher Secondary from Board of Secondary Education
* **SSLC-2006-2007**

**Traning and Professional certifications**

* N+
* CWNA
* MCITP
* CCNA
* LAPTOP

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**Other Qualification**

* Tally-9
* MS-Office

**Personal Details**

Date of Birth : 07th Oct, 1990.

Father’s Name: Rajan. P

Gender : male

Nationality : Indian, Kerala

Marital Status : single

Passport No : L7826092

Languages : English, Hindi, Malayalam, Tamil

**Declaration**

I hereby declare that the above information is true to the best of my knowledge and belief.

 **BIJURAJ**