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**SHOBIN SHAJI**



## PROFILE

I am seeking a good position in reputed company where my knowledge and experience will be utilized effectively to accomplish the ultimate goal of the organization.

## EXPERIENCE

### INVENTORY INCHARGE (SINCE 01/06/2021)

#### ANSAR GROUP OF COMPANIES, DOHA, QATAR

- Inventory Management.
- Material request and transfer order creation.
- Goods transfer and Goods receiving.
- Sales order & Sales Return.
- GRN making.
- Stock adjustment.
- Filing.
- Purchase order & Purchase Return
- Weekly & Monthly inventory Checking
- Weekly & Monthly Inventory report.

### PURCHASE ASSISTANT (14/12/2020 > 20/05/2021)

#### ABC GROUP INDIA, THE HEADQUARTERS, PARIYARAM, KERALA, INDIA

- Supplier handling.
- Purchase order creation.
- GRN making
- Rebilling
- Sales order creation.
- Filing
- Stock adjustments.

### SENIOR BILLING EXECUTIVE 04/10/2018 >13/12/2020)

#### ABC MYHOME TILES & BATHZ LLP (ABC GROUP INDIA)

- Estimation
- Sales order creation.
- Invoicing.
- Stock adjustment.
- Purchase entry.
- Manage junior Billing executives.

## **BILLING EXECUTIVE (17/09/2016>01/10/2018)**

ABC SALES CORPORATION, PAYYANUR (ABC GROUP INDIA)

- Estimation
- Sales order creation.
- Invoicing.
- Stock adjustment.
- Purchase entry.
- Filing.

## **DISTRICT PROGRAM MANAGER (02/01/2016>05/09/2016)**

NDLM PROJECT (NATIONAL SERVICE SCHEM, INDIA)

- Teach digital literacy.
- Conduct meeting for students and teaching coaches.
- Coordinate district digital literacy examination.

## **EDUCATION**

- Computer Application & Business Management.(Equal to BBA)-EKNMGPTC Trikkaripur, Kerala, India
- Plus Two(Science)- (GHSS Parappa, Kerala India)
- SSLC(GHSS Chayoth, Kerala, India)

## **TECHNICAL QUALIFICATION**

- SAP.
- Microsoft Dynamics NAV.
- Rpose.
- Pos.
- Tally.
- Filmora.
- Edius 5
- MS Office
- Windows XP and above

## **ACHIEVEMENT AND REWARDS**

- **Best Employee Award From Abc Group India** for sincerity and outstanding performance.(THREE TIMES)
- Participated in so many cultural programs and achieved some awards and prizes.

## **PERSONAL DETAILS**

Name : Shobin Shaji

Nationality : Indian

Gender : Male

Date of Birth : 18<sup>th</sup> June 1995

Marital Status : Single

Passport No : U2214229

QID No : 29535629303

### **Declaration**

Dear Sir / Madam,

The above mentioned details are true and the best of my knowledge and believe.

I will be available for personal interview at your most convenient time and I am

hoping this application of mine merit your full attention.

Truly

Shobin Shaji