

MEBIN P.C

STORE KEEPER

Seeking the best opportunity to perform as a Logistics coordinator or officer for a leading organization. To direct Operations employ good operational systems to Advance working and the operational efficiencies. Like to give to company through hard Work, group guts and correlation building skills



CONTACTS

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- mebinpc1999@gmail.com
- Pullokkaran (H)
Chevoor P.O., Thrissur,
Kerala, India - 680027

SKILLS

- Time management
- Attention to detail
- Inventory management
- Sound decision making
- Good interpersonal skill
- Distribution management
- Numerical & analytical skills

COMPUTER INTELLECT

- MS Word ★ ★ ★ ★
- MS Excel ★ ★ ★ ★
- ERP Software ★ ★ ★ ★

LANGUAGES KNOWN

- English ● Hindi
- Malayalam ● Tamil



PROFESSIONAL EXPERIENCE

2021 Mar
To
Present

Store Keeper

Surabhi Innovation Pvt. Ltd., Angamali , Kerala - India

- Received the goods from mother hub and checking their quality and counts.
- Prepare a delivery order to mother hub as customer requirements.
- Weekly stock taken for 100% accuracy
- Arrange the fleet for daily delivery
- Coordinating the vendors for timely delivery
- Communicate with customers about their order and needs
- Prepare GRN notes on received goods from sources.
- Controlling the ten labors of team to warehouse and store operation

2019 June
To
2021 Feb

Operation Executive

Wood Mark furnitures , Thrissur, Kerala - India

- Cash handling, invoicing
- Monitoring stock in the store
- Receive the goods from suppliers
- Timely delivery control
- Prepare the purchase order to supplier
- Research for new design production
- Local purchasing



EDUCATION

2021

PG Diploma in Shipping and Logistics

Center For Continuing Education Kerala

2020

Bachelor of Commerce

University of Calicut - PG center Thrissur



PERSONAL INFO

- Date of Birth : 19-04-1999
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Passport No : V6584540

I hereby do declare that the above mentioned details relating to me are true and correct to the best of my knowledge.

Date :

Mebin P.C