

CURRICULUM VITAE



ANOOP.B

MOBILE

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PERSONAL INFORMATION

Date of Birth : 25-04-1987

Gender : Male

Nationality : Indian

Marital Status: Married

Passport No.: M 6057818

**Languages Known: English,
Hindi, Tamil & Malayalam**

Visa Status- Visiting Visa

OBJECTIVE

To seek a challenging position within a reputed organization, excel all further enhancing professional caliber, through consistent academic pursuits and dynamic real-time exposure and to invest all my professional expertise and valuable experience in order to contribute to the success and growth of the organization I work for and to develop my career to an optimum level.

SELF EVALUATION

- Ability to learn quickly and to withstand work pressure with ease and efficiency.
- Proactive, resourceful, self-motivated and can perform work without supervision.
- Good inter-personal relations, communication (verbal & written) and coordination skills.
- Excellent rapport with customers, with good customer service skills.
- Initiative and responsible attitude towards job

EDUCATIONAL QUALIFICATIONS

- **Bachelor of Science in Hotel Management Catering & Tourism Technology– (2006 – 2009)**

PROFESSIONAL EXPERIENCE

WAREHOUSE ASSISTANT -

ALLIANZ HOME FRESH, INDIA (MARCH 2018-SEPTEMBER 2021)

- Inventory controller in Warehouse
- Managing all the inventory of the firm
- Organized shipment schedules with vendor to maximize efficiency
- Day to day sales tracking and replenishing stock
- Purchase order creation and PO posting
- Invoice preparations
- Vendor invoicing
- Follow up vendors for completing the settlement
- Day to day inventory check list audit for control the shrinkages
- GRN OF STOCKS
- Managing the inbound and out bounding of stocks
- Stocks in warding and out warding process and procedures as per the SOP
- Delivery note preparation-way bill generation invoice generation
- Manage budget and complete monthly, quarterly and yearly reports detailing activities and improvement plans
- Handle the B2B and B2C order processing and tracking
- Assist in the Inventory audit

STORE ASSISTANT-

RAJAKUMARI GROUP OF COMPANIES, INDIA (MARCH 2016-JANUARY 2018)

COMPUTER KNOW - HOW

Applications: Well versed with **Microsoft Word, Excel, Power Point** and **Internet** related applications.

DECLARATION

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

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