

BIO DATA



RANJITH P G

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OBJECTIVE:

To be a part of an Organization where I can utilize my skills organising and management for the growth of organisation as well as for the improvement of my knowledge

Professional Qualifications

- Excel, M S Word
- Tally ERP 9
- Tally Prime
- G S T E Filing

Professional Experience

Store & Billing Clerk in Top Detergents Factory, Jerf, Ajman UAE from 05.01.2022 to still continue....

Responsibilities & Duties Handled

- Maintain a fully stocked store
- Manage point-of-sale processes
- Involve in the receiving of new shipments
- Keep up to date with product information
- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation

Factory In charge in Kabani Beverages, Nellikuzhy, Kothamangalam from November 2020 to October 2021

Responsibilities & Duties Handled

- Monitor to achieve the target and goals to the company
- Handling complaints and taking preventive actions
- Arrange production and instruct to achieve the target
- Purchase Raw materials and Payments
- Check day to day files, cash movements etc.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.

Deputy Manager in Feather Look Apparels, Akanade, Mudakuzaha Perumbavoor from 2020 January to October 2020

Responsibilities & Duties Handled

- Meeting with Customers
- Establishing New Business
- Maintain Accurate Records of Sales
- Handling Administrative duties.

Factory Manager in Intimate Polymers from 2016 June - 2019 July

Responsibilities & Duties Handled

- Monitor to achieve the target and goals to the company
- Make sure that customers satisfaction and handling complaints and taking preventive action
- Ensure that production side running smoothly and instruct to achieve the target
- Ensure that correct materials will be dispatched
- Check day to day files, cash movements, entrees in tally etc.
- Give purchase orders and arrange payments
- Invoice processing and filing.
- Preparing statutory accounts
- Bank reconciliation

Stoker in Azizia Panda Supermarket Saudi Arabia from 2014 March – 2016 February

Responsibilities & Duties Handled

- Receive goods and materials
- Maintain proper records
- Replacement of damaged goods
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Manage point-of-sale processes
- Involve in the receiving of new shipments
- Keep up to date with product information

Dispatch & Store Manager at Prestige Plastics, Vazhakulam 2010 March - 2014 January

Responsibilities & Duties Handled

- Conducted dispatch and arrange bills, dispatch sheets etc.
- Ensure time to time deliveries and maintain records
- Handling complaints and taking preventive action
- Ensure that stock updating after dispatch
- Documenting productivity
- Overseeing incoming and outgoing shipments,
- Processing orders.
- Reporting to senior management.
- Maintaining statistical and financial records.

Languages Known

Malayalam (Read, Write, Speak)

English (Read , Write, Speak)

Hindi (Read , Write, Speak)

❖ **EDUCATIONAL QUALIFICATIONS:**

COURSE	INSTITUTION	BOARD	PERCENTAGE	YEAR
SSLC	Govt. Higher Secondary school, Perumbavoor	State Board	55 %	2002-2003
Higher Secondary.	St, Ignatious Higher Secondary School, Kanjiramattom	State Board	60 %	2003-2005

PERSONAL PROFILE:

Gender	Male
Nationality	Indian
Date of Birth	25.01.1988
Place of Birth	Kerala, India
Address	Puthenkottayil (h) Aimury P.O, Kavumpuram Ernakulam, Kerala PIN: 683544
Passport Number	T 8866692
Date of Issue & place	27-08-2019, Cochin
Date of Expiry	27-08-2029
Emirates Id Number	784-1988-8041139-6
Driving License Details	M/C with gr, LMV
License No	40/5750/2010
Hobbies	Reading books, music, traveling

STRENGTHS:

- Willing to accept challenging responsibilities.
- Strong organizational and interpersonal skills.
- Trustworthy, hardworking and dedicated with a will to learn.

I hereby declare that all the details furnished above are true to the best of my knowledge

Date:**Ranjith P G****Place:**