



JITHIL PR

ABOUT

My career objective is to have the opportunity to attain and challenging position in your organization, so that I can utilize my expertise and knowledge in this field to grow develop and advance within your organization to accomplish over all corporate goals and objectives.

CONTACT

Mob: +971 56 896 1230
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PROFESSIONAL SKILLS

- Team Spirit
- Team Work
- Honesty
- Hardworking

PERSONAL DATA

Pachampully House ,Palayoor ,PO-
Chavakkad, PIN-80506,Thrissur,
Kerala ,India

Father : Radhakrishnan PV
DOB : 31-Oct-1990
Sex : Male
Marital Status : Married
Visa Status : Visit

EDUCATION

- *Degree -Doing (B com)*
Calicut University - Kerala
- *Higher Secondary -*
Commerce- Kerala State ,
2009-65%
- *SSLC - Kerala State , 2007-*
78%

DRIVING LICENSE

- License No : 63964 (No-3)
Place of Issue : UAE
- License No : 46/6362011
Place of Issue : IND

WORK EXPERIENCE

1 > ORGANIZATION : WORLD STARS TECH CONT LLC, SHARJAH-UAE

*Position : Cashier, Asst- HR & Purchaser cum Storekeeper ,
Document Controller , Coordinator , Team leader*
Period : Feb- 2016 to Aug-2019

DUTIES AND RESPONSIBILITIES

- Handle petty cash and other day-to-day transactions.
- Prepare and submit repots in daily, weekly, monthly with required supporting documents.
- Balance cash drawer by counting cash at beginning and end of work .
- Assist senior accountant in the preparation of monthly / yearly closing.
- Staff Visa and each documents keeping to fills.
- Make purchase Request, LPO, Quotation and payment voucher.
- Search new suppliers and vendors.
- Search materials, goods, products, and services and negotiating the cost-effective contracts and deals.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Initial preparation and issuance of Request for Quotations (RFQs) for a wide range of commodities
- Must ensure that all required documents are completed on time and upon request, available to assigned team members.
- Time keeping or all the staff and workers.
- Receive and inspect all incoming materials or items and reconcile with purchase orders against the invoice.
- Inspect quality of the received goods.
- Match and post all documents (invoices, requisitions, work orders, purchase orders and delivery notes).
- Keeps accurate recordings of all incoming and outgoing goods.
- Correct decision take forwarding to workers.
- Team leading work with Office and camp in day to day coordination.
- Each department handling for day to day work (Purchase, Stock, Camp Manages)

3 > ORGANIZATION : KALYAN JEWELLERS , COIMBATOR, TAMILNADU-IND

Position : Sales Executive
Period : Feb- 2014 to Aug-2015

PASSPORT DETAILS

PASSPORT NO : K3890471
EXP DATE : 01/04/2013
PALCE OF ISSUE : Cochin

LANGUAGE KNOWN

- English
- Hindi
- Tamil
- Malayalam

4 > ORGANIZATION : KM MEDIACL PHARMACY,THRISSUR,KERALA -IND

*Position : Sales , Purchase , Storekeeper, Distribution
Billing and Data entry operator
Period : April- 2008 to Jan-2014*

DUTIES AND RESPONSIBILITIES

- Ensure smooth functioning of the Data management system software.
- Maintain hard and soft copies of different Suppliers and Customers, Records and Reports.
- Perform data entry operations to record and save important data in software.
- Make certain the data is well protected from theft, Tapering or breakdown
- Preparing register for all the documents.
- Search new suppliers and vendors.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Home delivery for customer.
- Make purchase invoice and deliver note.
- Daily relocate cleaning medicine and boxes.
- Preparation of Invoice, Credit Note,Debit Note,etc.

KEY SKILLS

- Extensive knowledge in business administration and office management
- Exceptional data management and information processing abilities
- Capability to understand directive and execute work as per set plans
- Detail oriented and quality conscious individual
- Ability to perform quality work under time constrains

COMPUTER APTITUDE

- Excel ,Word ,PowerPoint and Tally

DECLARATION

I hereby declare that the above given particulars are true to best of my knowledge and belief.

Thanking you
JITHIL PR