



RAFNASH T M

CONTACT INFO

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PERSONAL INFORMATION

- NATIONALITY : INDIAN
- MARITAL STATUS : MARRIED
- PASSPORT NO : K5244167
- DATE OF BIRTH : 12 NOV 1991

LANGUAGE

- ENGLISH
- HINDI
- TAMIL
- ARABIC



OBJECTIVE

To work in a stimulating and challenging organization to handle my responsibilities that would facilitate with the maximum utilization and application of my broad skills and knowledge in making a positive difference to the organization and society.



WORK EXPERIENCE

INDIAN OIL (KOKALLUR FUELS)

Staff Supervisor (Store/Fuel station):February 2021- January 2022

Accomplishes department objectives by supervising staff and organizing and monitoring work processes, maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.

ASAD AL HOSANI SUPER MARKET

Mobelah, Oman.
Store in charge: December 2018- January 2021

An individual responsible for managing the overall functioning of the store, day to day operations of the store and ensuring maximum profitability of store. Complete store operational requirements by scheduling and assigning employees, following up on work result.

DR AKB'S MISSION HOSPITAL

Calicut, Kerala.
Shift Supervisor: July 2017 - March 2018

Staff Supervisor for provided excellent service in a medical institution, managing the daily operations and supervising staff to ensure efficient, functioning of healthcare facility, maintaining and operating the electronic health records and billing system, monitoring the equipment used in the office, facilitated repair or replacement as per requirement and operating clinical activities.

LIWA TRADING ENTERPRISES.L.L.C U.A.E.

ORCHESTRA KIDS- Al Wahda Mall, Abu Dhabi.
Sales Assistant: June 2014 August 2016

Responsible for cash handling, customer service, visual merchandising and making sure customers enjoy their shopping experience. stock management system to log, check, locate and move stock both in and out store, returns and refunds as required in line with company procedures.

EDUCATION

DIPLOMA IN ELECTRONICS &
COMMUNICATION ENGINEERING.
KMCT POLYTECHNIC COLLEGE
CALICUT, KERALA.
DURATION: 2009-2012

PLUS TWO (COMPUTER SCIENCE)
GVM HIGH SCHOOL
CALICUT, KERALA
DURATION: 2007-2009

KEY SKILLS

- COMMUNICATION SKILLS
- MULTI-TASKING
- PRIORITIZING
- TIME MANAGEMENT
- INVENTORY AND KEEPING RECORD



DUTIES & RESPONSIBILITIES

- Managing and monitoring the activities (fuel station and warehouse).
- Receipt/checker of company materials deliveries, checking quantity and quality of items per purchase order.
- Stocking up on HSE items (PPE), office supplies, tools, and other consumables.
- Analyzing and rechecking the variances of stock through proper recounting.
- Maintaining the record of incoming and outgoing materials/equipment.
- Creating the waybill/delivery note for transferring the material from one place to another.
- Monitoring of materials inventory and stock availability. Prepare weekly/monthly stock reports for management.
- Maintaining and performing proper housekeeping inside the store (warehouse) as part of Company HSE policy.
- Conduct all daily activities at the fuel station/materials store in a safe manner.
- Sort and organize store materials according to the tracking sheet.
- Keeping a weekly inventory of stock items and informing the purchasing department.
- Examines, accepts, or rejects material according to its condition and specifications.
- Coordination with the materials departments regarding receiving & issuing the materials and paper works.
- Organizes materials, supplies, equipment, etc. Based on weight, temperature, size, safety precautions, etc.
- Verifying incoming / outgoing and daily stock on hand, follow the delivery schedule as per purchase order.
- Preparing time sheets of the staff and storekeepers.
- Arranging the inventory of stock every three months as part of company policy.
- Preparing the list of fast moving / slow moving items and not usable materials.
- Maintaining proper records of documents upon receipt and issue.
- Preparing documents for inventory records, billing end-users, and payment of invoices.

REFERENCE

Will be pleased to furnish upon request.

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

DATE :

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PLACE :