



Seeni Anwarsha . M

Professional Goals

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Get in touch!

Mobile:

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Address:

214, Sulthan Building,
Mutheena st, Deira,
Dubai.

PERSONAL DETAILS

Father name:

Mohamed Najimudeen

Date of Birth:

23.02.2000

Gender:

Male

Marital Status:

Single

Nationality:

Indian

Visa status:

visit visa (until upto 25/02/2022)

Passport No:

U3615211

Date of Expiry:

13/12/2030

Work Experience

Store Assistant

Pioneer Hospital Pvt. Ltd., Ramanathapuram | July 2019 - Sept 2021

- Counted and sorted all incoming goods
- Monitoring stock card every day of the stock goods from stores and physically checking of all received goods
- Taking care all types of activities like take care of store goods, availability of goods in time, Order and receive supplies, contact supplier to discuss discrepancies against purchase orders.
- Researches parts or supplies and make requisitions/purchase orders
- Interacts with vendors; assists with issuing storeroom supplies & equipment
- Review invoices, maintains records and performs periodic inventories
- Received any damage condition same time notify to supervisor

Academic History

Syed Hameedha Arts & Science College,
B.Com | 2020 | Overall - 65%

Islamiah Matric Hr. Sec. School, Kilakarai.
HSC| 2017| Overall-63%

Islamiah Matric Hr. Sec. School, Kilakarai.
SSLC| 2017| Overall-63%

Skills

- Adaptability
- Creativity
- Customer service
- Team Work
- Coordination

Languages Spoken

- Tamil
- English