



MILAD K NAIR

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C u r r i c u l u m V i t a e

CAREER OBJECTIVES

I step forward with my skills and abilities for an organization, where there is a potential growth and recognition to put in maximum contribution, so I can utilize my knowledge for the development and growth of the company in the field of "STORES".

PROFILE

- A commerce graduate and diploma holder in Indian and foreign accounting.
- 2-year experience as a storekeeper.

EDUCATIONAL QUALIFICATIONS

- ❖ **Bachelor of Commerce** from Kannur University – 2018 to 2021
- ❖ **Diploma in Indian & Foreign Accounting (DIFA)** from G-Tec Computer Education Kannur – 2022
- ❖ **Certificate from the Institute of accountants & bookkeepers**

COMPUTER SKILLS

- ❖ Tally ERP 9 & Prime
- ❖ Peachtree
- ❖ QuickBooks
- ❖ MS Office

WORK EXPERIENCES

KANAN SHOPPING MALL- Margin free Hypermarket, Trivandrum, Kerala

Position : Store keeper
Period : Sept 2022-March 2023

Responsibilities

- ✓ Coordinates externally with the buyers and internally with production department
- ✓ Clarify product availabilities and delivery time of orders
- ✓ Follow up and assists orders if delayed
- ✓ Receiving the items each by counting
- ✓ Delivery as same purchase order date following

PERSONAL PROFILE

Nationality : Indian
Sex : Male
DOB : 04 Dec 1999
Passport Number : R6067247
Visa Status : Visit Visa
Marital status : Single
Languages Known : English & Malayalam

REFERENCES: Reference will be provided upon request