



To utilize my skill, knowledge and abilities to wards my career development while dealing with challenges and potential to be a professional in the field, by joining a wall established organization which will help me to blend my theoretical and practical knowledge, leadership and team work.

YOKANATHAN JEEVARANJAN

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Address:

Beach Road,
Puthukkudiyiruppu - E.P (30158),
Arayampathy
Batticaloa

DOB:

18.07.1989

NIC:

892002304V

Passport No:

N9195759

Civil Status :

Single

Skill

- Office Management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Languages

English – C1

Tamil – C2

Sinhala - B1

Hindi - B1

Experience

- Iron arms Security Service (PVT) Ltd.
- I have worked as Security Guard in NGO Organization in Sri Lanka Period
- I have worked as Assistant storekeeper (Sierra Construction (PVT) Ltd.
- I have worked as Sales Representative. - Raigam Marketing Service (PVT) Ltd.
- I have worked as Warehouse Operator - Notional Trading and Developing Establishment - NTDE (UAE)

Education

B.A in Frist Year Attend in University of Peradeniya

Pass in General Certificate of Education (Ordinary Level)

Pass in General Certificate of Education (Advance Level)

Driving License

I have Sri Lankan Light Vehicle license (No: B4971271)

Certification

I have Completed Certificate in Life Saving

Hobbies

- Swimming (Second place in Batticaloa District - 4x50 m Free style competition in 2020
- Volley Ball (First place - District Level - 2006)

security guard Duties and Responsibilities

- patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security
- protect property and tenants from theft, damage, trespassing or accidents
- provide a visible presence that enforces safety and security
- identify and investigate suspicious behavior, threats and irregular activity
- respond to alarms and requests for help
- monitor and control entrance and departure of employees and visitors according to prescribed protocol
- detect and confront unauthorized persons and violators of security procedures
- check property through electronic monitoring systems
- enforce relevant laws and regulations pertaining to all individuals on the property
- report rule infractions and violations
- monitor and prevent movement of prohibited items into and out of property
- conduct exterior property checks for maintenance issues, malfunctions or hazards
- contact relevant authorities to deal with unlawful or irregular activities
- use radio or other communication devices in a clear and concise manner
- prepare written reports of daily activities, observations and incidents
- inspect and test fire and security systems
- implement the prescribed emergency plan in case of emergency

Storekeeper Duties & Responsibilities:

Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.

Follow all standards for issuing and receiving stock within the store's area of operation. Monitor and take inventory on regular basis to compile orders based on par levels or needs.

Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.

Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.

Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.

Responsible for storage of both food & beverage and operational stock.

Responsible for the day to day check on the storage facilities of upkeep and hygiene.

Refuse acceptance of damaged, unacceptable, or incorrect items. Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.

Ensure all store requisitions are signed by concerned Department Heads (HOD's) and approved by FC/GM depending upon the hotel's operations procedure.

Ensure the quantity requested and the quantity issued always matches.

Ensure store requisition form is signed by the person collecting the goods and enter into the Inventory/Materials Management System.

Post all invoices using the MMS - Material Management System.

-Speak with others using clear and professional language.

Follow up on documentation of after-hours issues ensuring it is in accordance with established internal controls and procedures.

Adhere to all Health and Safety procedures particularly relating to food and beverage items.
Conduct inventory audits to determine inventory levels and needs. Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies. Complete requisition forms for inventory and supplies.
Extend all requisitions on a daily basis and update the inventory management software/system. Work closely with Purchasing to order and receive items and equipment.
Troubleshoot any vendor delivery issues and oversee/follow up on the return process.
Verify and track received inventory and complete inventory reports and logs.
Perform any other duties as assigned by the management or supervisors.

Warehouse Operator Responsibilities:

- Signing for shipments upon receipt and verifying that the correct merchandise has been received.
- Thoroughly inspecting merchandise for any damages and discrepancies.
- Maintaining an accurate record of all merchandise received and distributed.
- Contacting suppliers or distributors to resolve any shipment or delivery issues.
- Using forklifts, hand carts, or pallet jacks to load, unload, move, stack, and arrange merchandise accordingly.
- Strategically storing merchandise to maximize storage space within the warehouse.
- Weighing merchandise and selecting appropriate envelopes, boxes, containers, or crates in which to pack merchandise.
- Promptly processing distribution orders or requests, which includes retrieving specified merchandise from storage as well as packing, sealing, and labeling merchandise accordingly.

Sales Representative Responsibilities:

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.

I hereby certify that the above details are true and correct to the best of my knowledge

Date:

Signature