

AKHIL K.R

Store keeper

(Can join immediately)

✉ akhil12kr96@gmail.com

☎ +971 50 354 6032

📅 12 May 1996

📍 Address

Karama, Dubai, UAE

📄 Passport Details

Passport no : T2581337

Date of expiry : 13-12-2029

Visa type : Visit Visa

AREA OF INTEREST

- Store keeper
- Machine Operating

PERSONAL SKILLS

- Team Management
- Quick Learner & Responsible
- Patience
- Punctual and Hard work

HOBBIES

- Travelling
- Driving
- Games

COMPUTER SKILLS

- MS Office
- Microsoft ERP navision



CAREER OBJECTIVE

To be a successful professional and become an asset for the organization through hard work, patience, continuous learning, understanding and the ethics of the organization.

PROFESSIONAL EXPERIENCE

1. **Organization** : SFO technologies PVT LTD Cochin
Designation : Store keeper
2. **Duration** : December 2019 – March 2021

Roles and Responsibilities:

- Receives and inspects all incoming materials and reconciles with purchase orders processes and distributes documentation with purchase orders reports, documents and tracks damages and discrepancies on orders received.
- Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise maintains records of all deliveries.
- Fills supply requisitions; assists buyer in ordering adequate merchandise and supplies; delivers orders to faculty and staff.
- Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.
- Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
- Ships canceled and damaged items back to vendors.
- Delivers and sets up furniture for various campus events.
- Handles and documents storage and transportation of hazardous materials.
- Maintains the warehouse, records area and stores area in a neat and orderly manner.

EDUCATIONAL QUALIFICATION

ITI (Machinist)

GOVT ITI Ettumanoor

Ministry of skill development and entrepreneurship

2017 – 2019

B.COM (Computer Application)

Baselios Poulse second college Piramadam

M G University

2014 – 2017

PLUS TWO (Commerce)

G.H.S.S Athanickal Mannathoor

2011 – 2013