

THATHRON BIJU

SHARJAH, UAE

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CURRICULUM VITAE

POST APPLIED FOR STORE KEEPER, STORE CLERK AND STORE CUM CASHIER.

OBJECTIVE:

To become a professional with innovative ideas contributing to your organization and improve my technical skills.

EDUCATIONAL QUALIFICATION

- BCOM Degree from Calicut University
- Vocational Higher Secondary Education Department (Govt. Kerala)

IT SKILLS:

- MS Office Excellent.
- Browsing skills in Internet and data collected on various subjects.
- Working knowledge in Tally 7.5

PROFESSIONAL EXPERIENCE IN SHARJAH, UAE

- Worked as an Store Keeper in Al FALCON PACK SHARJAH,UAE

JOB PROFILE:

- Preparing Petty cash book and PDC details.
- Keep track record of Employees details.
- Keep the records of job details, materials inward and outward invoices.
- Making all the payment voucher and receipt voucher.
- Keep track record of all files and making the LPO, Invoice.
- Good working knowledge of Printer, Fax, Telephone and other office equipment's.
- Managing of job Coordinators, Foreman and workers.
- Coordinating with purchase departments.
- Overall accounting management
- Maintenance credit note and debit note preparing transactions.

PROFESSIONAL EXPERIENCE IN SHARJAH, UAE

- Working as an A WAREHOUSE ASST in FALCON PACK SHARJAH, UAE

JOB PROFILE:

- Organizing the systematic storage of material warehouse.
- Managing inventory accuracy through monitoring of daily warehouse activity and annual inventory count.
- Re-commanding measures to improve work efficiency of warehouse functions.
- Loading and unloading goods items.
- Warehouse store monthly report.

Personal Details

Name	Thathron Biju
Date of Birth	10/03/1982
Gender	Male
Nationality	Indian
Passport No	V4589669
Languages Known	English, Hindi and Malayalam
Visa Status	General Accountant

Declaration

I hereby declare that all statements mentioned above is genuine and correct to the best of my knowledge and belief, I also understand that my selection is binding by the company's rules & regulations.

Thathron biju