

Resume

Objective:

Seeking a position in a professional organization that offers a scope for using ones potential to the fullest and in the process work towards attaining organizational goal.

Profile:

A trustworthy, meticulous and versatile person. Able to work as a part of team with cooperation and to face the challenges. Always trying to learn from experiences and rectifying weaknesses continuously. Quality to make good public relationship.

Experience:

- Store Keeper at “**DUBAI DUTY FREE**” Dubai (UAE) from 2012 to 2020.

Job Responsibility

- Verify all incoming and outgoing Stock items.
- Preparation of Goods Receipt Note (GRN)
- Checking of Issue Slips & make proper entries for smooth tracking of inventory.
- Regular checking of product Quality and Expiry.
- Maintain and Safeguard department documentation and IN/OUT Correspondence.
- Drafting and Typing of various store related letters, faxes and correspondence.
- Interface with Local Suppliers and Vendors whenever needed.

- Office Assistant at “**COLOUR LINES PRINTING PRESS**” Dubai (UAE) from 2008 to 2012.

Job Responsibility

- Coordinating office activities and operations to secure efficiency and compliance to company
- Helping in day today Activities.

Educational Qualification

- B Com from Wisdom College in the year of 2007
- HSE from Wisdom College in the year of 2005



ABHI KALLAYIL RAJAN

Mobile: +971 582161530

Email:raj.abhi29@yahoo.com

Present Address:

Hor Al Anz
Dubai.

Personal Data:

Date of Birth : 25/01/1988

Nationality : Indian

Marital Status : Married

Passport No. : 3796781

Expiry : 21/08/2027

Visa Status : Cancelled

Language Known:

English, Hindi, Malayalam, Tamil & Arabic

Hobbies:

Listening to music, Making Friends, Cooking

DECLARATION:

I hereby declare that the above-furnished information is true to the best of my knowledge.

Date:
Place: Dubai

(ABHI KALLAYIL RAJAN)