

# CURRICULUM VITAE

## AJNAS M.P

MUCHITTAPARAMBATH (HOUSE)

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## Career Objective

Utilize the opportunities available to secure a promising, successful and challenging career by working in a creative environment, where I can apply my knowledge to the best of my ability, thus contributing towards organizational goals, which will help me explore myself fully, realize my potential and to help in the progress of the organization.

## Academic Records

Course	Board / University	Year	Percentage/ Class
DIPLOMA	Computer Hardware&Networking-ICS Institute Calicut,Kerala,India	2015	COMPLETED
PLUS TWO	HSE, Govt. of Kerala	2013	COMPLETED
SSLC	Board of Public Exam, Govt. of Kerala	2011	COMPLETED

## Computer Proficiency Software

- MY COM POS SOFTWARE
- PDT USER (GRN,GRV,LPO,STOCK AUDITING)
- POS SOFTWARE (Billing)

## Professional Experiences & Works

- **RECEIVING IN CHARGE -2 Year Experience** 2019 to 2022 [ Souk Al Mubarak Hypermarket UAE]
  - Maintains a personnel structure and staffing level to accomplish the warehouse and receiving mission in an effective and efficient manner.
  - Stock, clean, and maintain sales floor, removing expired items for dump.
  - Check with staff for changes that could affect delivery schedule; make schedule adjustments as needed.
  - unpacks delivery shipments and compares packing lists to purchase orders, ensuring accurate deliveries. They also package products so that they can be shipped back out. A Receiving Clerk removes packing materials or stock items from their inventory.
  - verifying and signing for shipments, unloading and storing the received items, and processing any returns.
  - overseeing shipments and goods delivered to the warehouse. In this role, you review incoming shipments on the daily log, accept loads from suppliers, and inspect received products to make sure they meet quality standards.
  - Help Inventory and keep receiving area clean and maintained at all Times.**

- **RECEIVER -1 Year Experience** 2018 to 2019 [Souk Al Mubarak Hypermarket UAE]
  - handles the receiving of items in a warehouse or backroom of a store, and ensures that the shipments are inspected, sorted and stored in the warehouse or stocked on shelves as needed. They need to keep up with invoices to make sure orders are correct
  - Match the delivery to a purchase order
  - Check products are not damaged
  - Log received items into your inventory.
  - Allocate storage space for goods.
  - Received all product PDT Machine and also(Dairy, Veg, Meat, fish etc.)
- **CASHIER 1 Year Experience** 2017 to 2018 [Souk Al Mubarak Hypermarket UAE]
  - Scan goods and collect payments
  - Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
  - Maintain clean and tidy checkout areas
  - Answer customers' questions and get a manager if answer doesn't solve the issue
- **SALES EXECUTIVE & STORE IN CHARGE 2 Year Experience** 2015 to 2017 [ADDRES MENS APPAREL CALICUT, KERALA, INDIA]
  - greeting customers, helping them find items in the store, and ringing up purchases. To be successful as a salesperson you must have excellent communication skills. A good salesperson meets sales objectives while remaining polite and helpful to customers.
  - Maintaining positive business relationships to ensure future sales.
  - Performing cost-benefit analyses of existing and potential customers

## Attributes

- ❖ Good Interpersonal Skills
- ❖ Creative and Spontaneous
- ❖ Hardworking and Dedicated
- ❖ Organized efficient and precise with strong communication and liaison skills.

## Hobbies

- 🎧 Social media
- 🎧 Music listening
- 🎧 Travelling

## Personal Details & Passport

**Date of Birth** : 19-05-1996

**Sex** : Male

**Marital status** : Single

**Father's Name** : Ammotty(Late)

**Nationality** : Indian

**Religion** : Muslim

**Language** : English, Hindi, Malayalam

### Passport Details

**Passport Number** : W3372947

**Place Of Issue** : KOZHIKODE

**Date Of Issue** : 16/08/2022

**Date Of Expiry** : 15/08/2032

## About Myself

I'm a sincere and hard worker and have the confidence that I can convert the challenges and difficulties encountered into opportunities to prove myself.

## Declaration

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

**Place:** Kerala, Calicut

**MOB:** +91 9946353832

**AINAS M.P**