



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Seeking an opportunity to use my decade of experience to serve the organization.

CONTACT

📍 Al Rashidiya, Ajman

☎ +971545295315

✉ renjithrnair35@gmail.com

in [in/renjith-ramachandran-07191691](#)

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

EDUCATION

- Higher Secondary - VHSE
- SSLC

RENJITH RAMACHANDRAN

EXPERIENCES

2018 To September 2024 - STORE SUPERVISOR Petroleum Development of Oman - Carilion Alawi LLC

- Supervise and coordinates overall administrative activities of the store.
- Arrangement and maintenance of the store.
- Coordinates with suppliers for material delivery.
- Material ordering and do the GRN for all invoice for financial purpose.
- Materials Receiving and issues posting in system.
- Random checking for Inventory and physical stock.

2011 - 2018 - STORE KEEPER CARILION ALAWI LLC.

- Stock the materials in proper manner.
- Carry out periodical physical verification and assess the stock consumers.
- Keeping record of sales and restocking the store according.
- Receiving the store items as per material requisition and purchase order.
- Inspecting the received items and making inspection reports.
- Making GRN as per receiving report and purchase order.
- Issuing the items as per requisitions approved by the respective department.
- Making the entries in ERP for issued items.
- Monitoring the inventory level and raising material requisition accordingly.
- Performing comparison between physical and system inventory on monthly basis.
- Coordinating with purchase, finance and suppliers for follow up.

2010 - 2011 - MEDICAL REPRESENTATIVE VANITHA AYURVEDIC

2008 - 2010 - MARKETING EXECUTIVE SUN DIRECT

SKILLS

- Leadership
- Communication
- Problem solving
- Time management
- Customer service
- Organizational
- Team player

SOFTWARE SKILLS

- Ms office, word, Excel, PowerPoint (windows & Tally-9)
- Knowledge of oracle, Microsoft Access, Maximo and Summit Red Sky