



PRIJITH A N

Nationality: Indian **Date of birth:** 28/04/1998 **Gender:** Male

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Home: Bldg: 525 Road : 4012, Rd Name : R 4012/4012, BLOCK : 340 , Manama /
AL Juffair, 340, 341 Manama (Bahrain)

ABOUT ME

Application for Storeman/Receiver

I am writing to apply for the storeman/Receiver position. I have a great deal of experience as a storekeeper. Currently, I'm working at the Diva Hotel (Primrose Hospitality) in Bahrain as a storekeeper/purchase assistant. I wear many hats, including store management, purchasing, order fulfillment, inventory, and more. I possess sincere friendliness and a hard- working nature.

I want to be successful in my career and life. I am a dedicated employee with a strong work ethic and flexible schedule. I have often been praised for my ability to be on-hand when needed, as this is important in a store management position. I would love to bring my professional experience to your store as a storekeeper.

I know I am fully capable of performing the duties of this position with excellence, and I look forward to the opportunity to further discuss my qualifications with you in person. Please feel free to contact me at your earliest convenience to set up an interview. Thank you so much for your time and consideration.

WORK EXPERIENCE

STORE KEEPER

DIVA HOTEL (PRIMROSE HOSPITALITY), KINGDOM OF BAHRIAN (2023- PRESENT)

Address: Bldg.: 879, Road: 2414, Block: 324, Al Fateh, Juffair P.O. Box: 75898, Manama, info@divahotelbahrain.com, www.divahotelbahrain.com, 689645 MANAMA, BAHRIAN (Bahrain)

- Record specifically the goods received note and goods delivery note to list the quantity of the goods.
- Updating records of food, beverages, engineering, general and stationary items.
- Ensure that the goods receipt and issue process does not damage the goods.
- Check and record Food & Beverage items expiry dates for follow up purposes
- Ensure that all goods are immediately dispatched to store for which they are intended and that no goods are left unsecured or unsupervised on the loading bay
- Rotate stock and dispose of surplus and expired quantities.
- Ensure storage of goods follow the first in first out (FIFO) method.
- Update consumption, place orders with suppliers, schedule delivery and check the quality of deliveries.
- Make a purchase requisition form according to plan.
- Assist in storeroom inventories stock taking whenever conducted.
- Assisting with analyses and reports.
- Assist the Accounts Payable Clerk / Payable assistant in finding out any cost discrepancies

WAREHOUSE EXECUTIVE(LOGISTICS)

DELHIVERY PVT LTD KERALA, INDIA [2022 – 2023]

Address: athani road, athani Belgaum, athani-591304 Aluva, Kerala, India

- Receive detailed and accurate information when goods arrive at the warehouse, then carefully check and record the quantity and condition of goods when moving out of the warehouse.
- verifying all goods arrived as per the invoice and quantity received.
- Keep track of inventory and stock.
- Updating inventory list receiving and dispatching goods and verifying movements of stock, Implement logistics plans and managing logistics operations.
- Ensuring working standards are attained, implementing company policies and overseeing junior staff.

EDUCATION AND TRAINING

POST GRADUATION- MASTER OF BUSINESS ADMINISTRATION

ANNA UNIVERSITY - SSM COLLEGE KUMARAPALAYAM NAMAKKAL ERODE [2020 – 2022]

STATE: TAMIL NADU | **Country:** INDIA

DIPLOMA IN LOGISTICS MANAGEMENT

PMKVY PATHANAMTHITTA- SAS SNDP [2018 – 2019

STATE: KERALA | **Country:** India

GRADUATION - BACHELOR OF COMMERCE

MG UNIVERSITY - SAS SNDP YOGAM COLLEGE KONNI [2015 – 2018]

STATE: KERALA | **Country:** India

HIGHER SECONDARY

GOVT HSS, OMALLOOR [2013 – 2015]

STATE: KERALA, PATHANAMTHITTA | **Country:** India

LANGUAGE SKILLS

Mother tongue(s): MALAYALAM

Other language(s): ENGLISH | HINDI | TAMIL

DIGITAL SKILLS

Microsoft Office / Microsoft word / Microsoft Excel / IDS / IDS Fortune Next /Out look

PASSPORT DETAILS

[07/02/2022]

PASSPORT NUMBER: V6187478

Surname > AYYANKOICCKAL

Given name > PRIJITH

Name of Father > PRAKASH AN

Name of Mother > PRASANNA R

Place of Birth > PANDALAM, KERALA

Place of Issue > PATHANAMTHITTA

Date of Issue> 07/02/2022