



## **JEFFIN JAILANI VAHITHA**

S/o Mr. Jailani  
Chanalvla Veedu,  
Pravachambalam, Nemom (P.O),  
Trivandrum District,  
Pin: 695020  
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Mobile: +97 477738607

### **PERSONAL DETAILS**

Date of Birth : 08.08.1994

Gender : Male

Nationality : Indian

Marital Status: Married

Languages known: Tamil,  
English, Malayalam, Hindi

# **JEFFIN JAILANI VAHITHA**

### **PERSONAL PROFILE**

I am a young professional Extremely passionate & motivated to constantly develop my skills and grow professionally. I am confident in my ability to challenging position in an organisation in order to gain interpersonal skill and work experience that allows me grow and where my skills will be utilized for the growth of the organization together with my career.

### **EDUCATION**

- Bachelor of Commerce from Manonmaniam Sundaranar University, Tirunelveli at 2015.
- HSc - Higher Secondary Kerala Statte Board in 2012
- SSLC - Kerala State Board in 2010

### **WORK EXPERIENCE**

- Working as store in charge with Fit out interiors & contracting WLL from August 14<sup>th</sup> 2018 till now.
- Worked as an Aircraft loading supervisor assistant (ALS) in Dubai International Airport under Transguard Group LLC Dubai from 16<sup>th</sup> July 2016 to 29<sup>th</sup> July 2018.
- Worked as Salesman in Levis brand shop in Kerala, India for 3 years.
- Worked as an Accountant with Hotel Rehmania in Kerala, India, for 1 year.

### **PREREQUISITES**

- Positive attitude and good communication skills.
- Flexibility to respond to a range of different work situations.
- Ability to work on your own or as part of a team.
- Have a good eye for detail
- Familiar with Materials Management system (MMS).
- Familiar with Inventory Management software
- Must have basic computer skills for the day to day operation

## **ROLES AND RESPONSIBILITIES**

- Responsible for the maintenance of departments organizations store room performs activities such as stocking of operation materials and supplies and inventory control and records , purchasing , and related duties as required
- Take the delivery of all incoming materials and reconcile with purchase order
- Keep up to date records of receipts , records and withdrawals from the stock room
- Responsible for shipping cancelled or damage items back to suppliers as appropriate
- Responsible for packing , pricing , labelling and returning supplies
- Ensure accuracy of the facility's inventory system by updating system records of physical inventory totals , receipts , adjustment s and returns
- Responsible for stock rotation and coordinate the disposal of surpluses
- Track, document and resolve any discrepancies on received order
- Ensure the quality requested and the quality issued always matches
- Extended all requisitions on a daily basis and update the inventory management software / system
- Work closely with purchasing to order and oversee follow up on the return process
- Verify and track received inventory and completely inventory reports and logs
- Perform any other duties as assigned by the management and supervisor

## **DECLARATION**

I hereby declare that the information furnished above is true and accurate to the best of my knowledge. I am ready to submit all the relevant certificates to certify that the above information is true.

Place: Nemom

Date :

Signature