

SREEJITH. K.

Vadakkedath Kandy (House)

Meppayur (Post)

Kozhikode, Kerala

India – 673 524

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Qualification:

- B. Com Degree form Govt. College, Madappally (Calicut University)
- Well knowledge in Computer applications.

Experience:

1990 to 2004 - 14 years experience in a Cleaning & Hygienic Chemical Manufacturing Co., Sultanate Oman as Store keeper with the responsibility of ***Complete Inventory control (Raw materials, Packing materials and Finished goods)*** such as:

- Receiving Raw materials & Packing materials purchased from both locally and from abroad and issue the same to the Production Dept. as and when required.
- Receiving finished goods from Production Dept. and arrange delivery as per sales orders prepared by the sales team.
- Stacking of all goods received according to their nature and characteristics, with extreme care, as some of the raw materials are highly hazardous.
- Preparing all documents such as, Goods Receipt Voucher, Delivery Order, Request for Stock, Goods return Voucher, Monthly report about the stock position to the Manager concerned and doing all routine paper works.
- Obtaining Weekly Production Chart in advance to arrange Raw materials and Packing materials to avoid any delay in production.
- Informing the priority of the goods required as per the production chart to help them to plan accordingly.
- Coordinating with Sales people to know about their future requirement and communicating the same with Production controller to get the finished goods in time.

Additional works:

- Arranging proper Vehicles and Drivers for delivery of goods to various places.
- Tracking and make sure all vouchers & Delivery orders are in order and are not missed or misused.

2004 - Started a Computer Center (Internet Cafe, DTP English & Malayalam) at my home city.

2013 - 2024 (12 Years) – Started my job in the State of Qatar, as Supervisor in a Facility Management Company (5 Years) , Sales executive in their Fresh Flower & Vegetables importing Division. (7 Years)

Additional Qualification:

- Holding a valid Light Vehicle Driving License of The State of Qatar.

Personal details

Date of Birth : 30th July 1962
Gender : Male
Marital Status : Married
Nationality : Indian
Religion : Hindu
Passport No : K 1513876 (Valid till 23-01-2022)

Strength

- Positive thinking.
- Self-confidence.
- Committed.

Weakness

- Seeking perfection in every activity.

Languages known

- Malayalam, English, Hindi .

Place:

Sreejith. K.

Date :



State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سواق

الرقم الشخصي 26235617945



الاسم سريجت كودالي كودالي كرشنن نمبيار

NAME SREEJITH K. K. K. NAMBIAR

NAT. INDIA

الجنسية الهند

DATE OF BIRTH 1962-07-30

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2012-12-27

ت. أول إصدار

VALIDITY 2027-07-19

ت. الانتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform
يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

Authorized Vehicles	المركبات المصرح بقيادتها	Notes
EXCAVATOR حفار	MOTOR CYCLE دراجة نارية	نظارة طبية Glasses
CRANE كرين	CAR سيارة خفيفة	عدسات Lenses
LOADER شاول	BUS حافلة	أوتوماتيك Automatic
FORKLIFT رافعة شوكة	MED. TRUCK شاحنة متوسطة	احتياجات خاصة Handicaps
OTHER أخرى	TRAILER قاطرة ومقطورة	إعاقات سمعية Hearing Disability
		التبرع بالأعضاء Organ Donation

Licensing Authority سلطة الترخيص

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