

SREEJITH. K.

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Qualification:

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

Experience:

1990 to 2004 (14 years) - 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 local market 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.
- 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.
- Coordinating with Sales people to know about their future requirement and communicating the same with Production controller to get the finished goods in time.

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 : V 4870488 - Valid till 12-12-2031
- Qatar ID : 26235617945 - Valid till 29-05-2026

Strength:

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

Weakness:

- Seeking perfection in every activity.

Languages known:

- Malayalam, English, Hindi .

Sreejith. K.