



SACHIL MOHAN. P

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PERSONAL INFORMATION

Address : Sandeep Bhavan
Kalpetta Wayanad
Kerala
Date of Birth : 30th Dec. 1987
Nationality : India
Marital Status : Married
Religion : Hindu

Education Qualification

: SSLC
: Plus Two

Computer Knowledge

- ◆ Diploma in Computer Hardware
- ◆ Operating system (windows)
- ◆ Office suits (Microsoft office, Excel, Word, Power Point) Spread Sheets
- ◆ Email communication

Languages Known

: English,
: Hindi
: Malayalam

Strength and Skills

- ◆ Good Communication Skills
- ◆ Problem Solving
- ◆ Time Management
- ◆ Active listening

Pasport Details

- ◆ Passoport No : X7118782
- ◆ Date of Issue : 9-04-2023
- ◆ Date of Exp. : 8-04-2033
- ◆ Place of Issue : DOHA

CURRICULUM VITAE

OBJECTIVE

As a professional with morethan Eight yearsof experience in stores, I wish to make a successful career in this field with my ability, will power, self-confi-dence, and sincere devotion.

EXPERIENCE

Flow Way Trading Company at DOHA, 2015 to 2017

Qatar Power Construction as a Store Keeper, 6th Sept. 2017 to 25th May 2024.

DUTIES AND RESPONSIBILITIES

- ◆ Maintained store facilities to ensure smooth functioning, made arrange-ments and placed orders for new stock and supplies whenever neces-sary.
- ◆ Transferring the items to different sections as per the standard requirements
- ◆ Preparing daily reports and reporting to supervisor of the Issued material on daily basis.
- ◆ Receives and stores documents and confidential flies; maintains record of approved document and confidential file destruction. Ships cancelled and damaged items back to vendors as appropriate
- ◆ Maintains the warehouse, records area and stores area in a neat and orderly manner.
- ◆ To be responsible for the labeling, storage and sale of items for retail.
- ◆ To manage and be responsible for ongoing internal stock control of all commodities including completion of annual stock taking
- ◆ To be responsible or internal administration procedures including financial controls associated with the storekeeping function.
- ◆ Responsibility for data Input Receipts, Issues Transfer and Write off posting in the system
- ◆ To place orders for all food and appropriate non-food items required for commercial activities with external suppliers, undertaking cost comparisons as appropriate.
- ◆ To supervise and check receipts of all appropriated orders in line with college policy and Appropriate force.

DECLARATION

I, Sachil Mohan, hereby declare that the information mentioned above is true to the best of my knowledge and belief.

Date:

Yours Faithfully

Place:

SACHIL MOHAN. P