



# JITHIL PR

## ABOUT

My career objective is to have the opportunity to attain and challenging position in your organization, so that I can utilize my expertise and knowledge in this field to grow develop and advance within your organization to accomplish over all corporate goals and objectives.

## CONTACT

Mob: +971 56 896 1230  
WhatsApp: +971 52 606 0486  
Email ID: jithilpr@gmail.com

## PROFESSIONAL SKILLS

- Team Spirit
- Team Work
- Honesty
- Hardworking

## PERSONAL DATA

Pachampully House ,Palayoor ,PO-  
Chavakkad, PIN-80506,Thrissur,  
Kerala ,India

Father : Radhakrishnan PV  
DOB : 31-Oct-1990  
Sex : Male  
Marital Status : Married  
Visa Status : Visit

## EDUCATION

- *Degree -Doing (B com)*  
*Calicut University - Kerala*
- *Higher Secondary -*  
*Commerce- Kerala State ,*  
*2009-65%*
- *SSLC - Kerala State , 2007-*  
*78%*

## DRIVING LICENSE

- License No : 63964 (No-3)  
Place of Issue : UAE
- License No : 46/6362011  
Place of Issue : IND

## WORK EXPERIENCE

### 1 > ORGANIZATION : RT COURIER & TRANSPORTATION SERVICES. PVT LT . (LEO - AL KERALA PHARMASUTIACLS MEDICAL SUPPLY)

*Position : Driver Assistant & Supplier*

*Period : April- 2021 to Oct-2021*

### 2 > ORGANIZATION : WORLD STARS TECH CONT LLC, SHARJAH-UAE

*Position : Cashier, Asst- HR & Purchaser cum Storekeeper ,  
Document Controller , Coordinator , Team leader*

*Period : Feb- 2016 to Aug-2019*

## DUTIES AND RESPONSIBILITIES

- Handle petty cash and other day-to-day transactions.
- Prepare and submit repots in daily, weekly, monthly with required supporting documents.
- Balance cash drawer by counting cash at beginning and end of work .
- Assist senior accountant in the preparation of monthly / yearly closing.
- Staff Visa and each documents keeping to fills.
- Make purchase Request, LPO, Quotation and payment voucher.
- Search new suppliers and vendors.
- Search materials, goods, products, and services and negotiating the cost-effective contracts and deals.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Initial preparation and issuance of Request for Quotations (RFQs) for a wide range of commodities
- Must ensure that all required documents are completed on time and upon request available to assigned team members.
- Time keeping or all the staff and workers.
- Receive and inspect all incoming materials or items and reconcile with purchase orders against the invoice.
- Inspect quality of the received goods.
- Match and post all documents (invoices, requisitions, work orders, purchase orders and delivery notes).
- Keeps accurate recordings of all incoming and outgoing goods.
- Correct decision take forwarding to workers.
- Team leading work with Office and camp in day to day coordination.
- Each department handling for day to day work (Purchase, Stock, Camp Manages)

### 3 > ORGANIZATION : KALYAN JEWELLERS , COIMBATOR, TAMILNADU-IND

*Position : Sales Executive*

*Period : Feb- 2014 to Aug-2015*

## PASSPORT DETAILS

PASSPORT NO : K3890471  
EXP DATE : 01/04/2013  
PALCE OF ISSUE : Cochin

## LANGUAGE KNOWN

- English
- Hindi
- Tamil
- Malayalam

4 > ORGANIZATION : KM MEDIACL PHARMACY,THRISSUR,KERALA -IND

*Position : Sales , Purchase , Storekeeper, Distribution  
Billing and Data entry operator  
Period : April- 2008 to Jan-2014*

## DUTIES AND RESPONSIBILITIES

- Ensure smooth functioning of the Data management system software.
- Maintain hard and soft copies of different Suppliers and Customers, Records and Reports.
- Perform data entry operations to record and save important data in software.
- Make certain the data is well protected from theft, Tapering or breakdown
- Preparing register for all the documents.
- Search new suppliers and vendors.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Home delivery for customer.
- Make purchase invoice and deliver note.
- Daily relocate cleaning medicine and boxes.
- Preparation of Invoice, Credit Note,Debit Note,etc.

## KEY SKILLS

- Extensive knowledge in business administration and office management
- Exceptional data management and information processing abilities
- Capability to understand directive and execute work as per set plans
- Detail oriented and quality conscious individual
- Ability to perform quality work under time constrains

## COMPUTER APTITUDE

- Excel ,Word ,PowerPoint and Tally

## DECLARATION

I hereby declare that the above given particulars are true to best of my knowledge and belief.

Thanking you  
JITHIL PR