



To utilize my skill, knowledge and abilities to wards my career development while dealing with challenges and potential to be a professional in the field, by joining a wall established organization which will help me to blend my theoretical and practical knowledge, leadership and team work.

YOKANATHAN JEEVARANJAN

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Address:

Beach Road,

Puthukkudiyiruppu - E.P (30158),

Batticaloa

Sri Lanka.

DOB:

18.07.1989 **NIC:**

892002304V

Passport No:

N9195759

Civil Status:

Single

Skill

- Office Management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Languages

English-C1

Tamil-C2

Malayalam-B1

Hindi - B1

Experience

- I have worked as Assistant Storekeeper from 01.02.2009 to 01.08.2010. (Sierra Construction (PVT) Ltd. Sri Lanka)
- I have worked as Warehouse Operator Notional Trading and Developing Establishment - NTDE UAE from 02.04.2013 to 04.06.2019.
- I have worked as Office Assistant from 01.07.2019 to 04.06.2020. (Kaanthal Printers, Batticaloa, Sri Lanka)

Education

B.A in Frist Year Attend in University of Peradeniya Pass in General Certificate of Education (Ordinary Level)Pass in General Certificate of Education (Advance Level)

Driving License

I have Sri Lankan Light Vehicle license (No: B4971271)

Certification

I have Completed Certificate in Life Saving

Hobbies

- Swimming (Second place in Batticaloa District - 4x50 m Free stylecompetition in 2020
- Volley Ball (First place - District Level – 2006).

Storekeeper Duties & Responsibilities:

- Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation. Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for the day to day check on the storage facilities of upkeep and hygiene.
- Refuse 3: acceptance of damaged, unacceptable, or incorrect items. Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Ensure all store requisitions are signed by concerned Department Heads (HOD's) and approved by FC/GM depending upon the hotel's operations procedure.
- Ensure the quantity requested and the quantity issued always matches.
- Ensure store requisition form is signed by the person collecting the goods and enter into the Inventory/Materials Management System.
- Post all invoices using the MMS - Material Management System.
- Speak with others using clear and professional language.
- Follow up on documentation of after-hours issues ensuring it is in accordance with established internal controls and procedures.
- Adhere to all Health and Safety procedures particularly relating to food and beverage items.
- Conduct inventory audits to determine inventory levels and needs.
- Assist the Accounts Payable Clerk I payable assistant in finding out any cost discrepancies.
- Complete requisition forms for inventory and supplies.
- Extend all requisitions on a daily basis and update the inventory management software/system.
- Work closely with Purchasing to order and receive items and equipment.
- Troubleshoot any vendor delivery issues and oversee/follow up on the return process.
- Verify and track received inventory and complete inventory reports and logs.
- Perform any other duties as assigned by the management or supervisors.

Warehouse Operator Responsibilities:

- Signing for shipments upon receipt and verifying that the correct merchandise has been received.
- Thoroughly inspecting merchandise for any damages and discrepancies.
- Maintaining an accurate record of all merchandise received and distributed.
- Contacting suppliers or distributors to resolve any shipment or delivery issues.
- Using forklifts, hand carts, or pallet jacks to load, unload, move, stack, and arrange merchandise accordingly.

- Strategically storing merchandise to maximize storage space within the warehouse.
- Weighing merchandise and selecting appropriate envelopes, boxes, containers, or crates in which to pack merchandise.
- Promptly processing distribution orders or requests, which includes retrieving specified merchandise from storage as well as packing, sealing, and labeling merchandise accordingly.

Office Assistant Duties and Responsibilities

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

I hereby certify that the above details are true and correct to the best of my knowledge.

Date:

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Signature