

CURRICULUM VITAE



M S UNNIKRISHNAN
Mobile (Dubai) 0544540372
Email: unnims1@gmail.com

APPLICATION FOR THE POST OF STORE KEEPER

Carrier Summary:

I have 16 years' experience in the field of Supply chain department as a Store keeper/Clerk and Local Purchaser. Currently seeking challenging opportunities in the field of Network base computerize store or purchase procurement.

Work Experience:

Presently looking for jobs related to store keeping or purchase procurement system. And I have 16th year experience for working in ISO System for aforesaid company as a Senior Store keeper / clerk.

(Inventory control with Cost control monitoring system with Job costing and Accounting System). The Jobs includes Handling of petty cash related purchase and store keeper on Inventory control system and involved in preparation of Daily time sheet and preparation of monthly reports like (Good received note summary, purchase and issue summary, Issue return summary, job completion summary, **transmitting of cash & credit invoices to** accounts for supplier payment. In the company fully computerize on line network base purchasing & store keeping system. My job includes as a network base store system with handling of requisition and co-ordinate with purchaser and supplier with handling of invoice transmitting and supplier payment handling of petty cash.

Professional Experience:-

Organization : **Beauty and Perfume International LLC**
Location : Dubai, UAE
Designation : Storekeeper
Duration : November 7 2020 to Continue.

Organization : **Dubai International Airport**
Location : Dubai, UAE
Designation : Storekeeper
Duration : February 7 2017 to October 20 2020

Organization : [Saudi Ready Mix Concrete Co Ltd -Saudi Arabia](#)
Location : Jeddah, K.S.A
Designation : Senior Store keeper and Local Purchaser
Duration : March 15 2006 to December 7 2016.

Job Profile: -

- **(I) Internal Decimation** : Purchase Indent, Purchase order, purchase register, cash book Sales register, Stock register through excel and cetrix [RDBMS] ICE SYS Software. Dynamic AX soft ware currently working in SAP.
- **(II) Book Keeping** : **Maintaining** of purchase ledger, handling of petty cash, handling of Purchase requisition preparing of purchase order.
- **(III) Statutory** : Maintain the cost cutting and Cost controlling monitoring system. Processing Of Store Keeping and co-coordinating with purchaser for required spares.

ACCOUNTABILITIES:

Preparing and Submitting Purchase Requisitions:

Prepares and submits purchase requisitions of stock items reaching re-ordering levels to the Purchasing Section with the approval of the Store Supervisor.

KEY RESULT AREA (KRA)

☐ Replenishment & maintaining of stocks to optimum level

Receiving Materials:

Receive materials from the supplier and sees to it that the materials supplied are in conformance with the Purchase Order (PO).

☐ Goods received are in accordance with the PO.

Arranging Materials:

Arrange materials received in a proper manner and allocated to bins provided for easy retrieval and issuance.

☐ Orderly stocking and picking of items

Preservation of the Materials:

Keep the materials on safe places or locations and make necessary means to protect and preserved the materials from heat, or other conditions that can cause the materials to deteriorate.

☐ Goods are protected and preserved for long storage period

Recording:

Record the receipt and issue of materials in the warehouse AX system and also in the respective bin card; indicating the quantity of stock held; and maintaining store ledger and bin cards accurately to facilitate easy identification during stock physical count.

☐ Goods received are recorded in the system accurately with no deviation from the order placed

Housekeeping:

Maintain a clean and safe working environment in the warehouse to provide an efficient service to customers.

☐ Maintain standards of cleanliness and safety in the workplace.

Issue of Materials:

Familiar with description (specification, unit of quantity, application) of material in order to provide the right materials requisitioned.

Familiar with versed with location of material in order to locate and issue the requisitioned material in time and of the right quantity.

Issues the materials as per the requisition received from the departments or sections; ensuring the correct description, quantity and quality of materials issued.

Knowledge of materials
Effectiveness of follow up.
Timely approvals obtained.
Goods are issued and documented according to the requisition

Educational Qualification:

Exam passed	Year	Institution
Diploma in computer application	1999	National institute of computer training
PDC (Pre degree)	1995	Kerala university
SSLC (Secondary)	1993	Government of kerala

- Computerizes Accounting Package: ICE SYSTEM, CETRIX, NETWORK BASE ACCOUNTING SYSTEM, DYNAMIC AX [ERP SYSTEM] ,SAP& MS Office

PASSPORT DETAILS:-

Passport No,	P 3396528
Place of Issue	INDIA
Date of Issue	12/01/2017
Date of Expiry	11/01/2027

PERSONAL PROFILE:-

Language Proficiency : English,Hindi, Arabic,Tamil and malayalam

Special Delivery:

I believe in the fact that no one as a born master. Everyone develops himself by learning from the surrounding. What I can assure is that I am a quick learner & I do have the guts to turn on the key towards success by working hard but I have almost 6-year experience in gulf country.

MS. UNNIKRISHNAN