TISMI JOB

MOBILE: +971 52 560 3562
EMAIL: tismi692@gmail.com

OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth

E D U C A T I O N S

P.G DIPLOMA IN LOGISTIC AND SUPPLY CHAIN MANAGEMENT - CII-IL,WORLD UNIVERSITY CONSORTIUM -2022

B. COM, COMPUTER APPLICATION-M.G UNIVERSITY - 2019

HIGHER SECONDARY EXAMINATION- KERALA STATE BOARD -2018

SECONDARY SCHOOL LEAVING CERTIFICATE-KERALA STATE BOARD -2016

ACHIEVEMENTS

CERTIFICATE IN **SAPC SCM**
CERTIFICATE IN **SEA CARGO OPERATIONS**
CERTIFICATE IN **DANGEROUS GOODS HANDLING**
CERTIFICATE IN **AIR CARGO OPERATIONS**

E X P E R I E N C E

Al Sana Stationary - July 2023 - December 2023 - Assistant accountant, Dubai, UAE
- Processing Invoices
- Making Purchase Orders
- Quotations
- Cash Collection and Depositing
- Cheque Preparation
- Reconciliation statements
- Documentation

Flash Logistics and Trading -1 year 04 Months -Classic Chambers, Near Mahavir Enclave , Cochin - 682507

Achievements/Tasks
- Taking Warehouse inventory on daily basis
- Checking Slow moving Product
- Checking receiving & issuing goods
- Warehouse arrangement FIFO wise
- Write expiry date prepared Load out
- Prepare pending orders list and pass it to Store Keeper
- Have FIFO checking paper from Store Keeper
- Any arrangements required instruct Forklift Operator to change it as FIFO - Have one copy of manual physical copy with expiry date
- Instruct Order Picker to pick only old date stock

PERSONAL INFORMATION

ADDRESS : Al Nadha, Sharjah -UAE

DATE OF BIRTH : 06/04/1998

PLACE OF BIRTH   : Kumily

GENDER: Female

NATIONALITY : Indian

MARITAL STATUS : Single

LANGUAGES : Malayalam,

English

PASSPORT DETAILS :

Passport No : S6901285

Date of issue : 08/08/2018

Date of Expiry : 07/08/2028

Place of Issue : Cochin

INTERESTS:
Listening Music
Traveling

Data Entry - Tasks

- Gather and input data in database, and verify accuracy of valuable company information
- Review data for errors or redundancies, make corrections, and check outputs
- Research information needed for completing documents with minimal oversight
- Analyze and use data from automated information aggregators to update database
- Keep information confidential
- Generate reports, store outputs in database, and perform backups
- Scan and print files when requested

COMPUTER SKILLS

MS WORD, MS EXCEL, MS POWERPOINT,INTERNET SKILLS

DECLARATION

I hereby declare that all the statements given above are true to my knowledge

REFERENCE

Reference available upon request

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