**Request for suitable Career Opportunity**

**Dear Sir/ Madam**

I am writing to enquire if you have any vacancies in your company. Enclosed my CV for your information and kind consideration for any suitable opportunity in your dynamic organization.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I'm keen to work for a company with a great reputation and comprehensive commitment

Would be delighted to discuss any possible vacancy with you at your convenience schedule.

Many Thanks in advance for your comprehensive support.

**Yours sincerely**

**REJIN . R. S**

+**Curriculum Vitae**

|  |  |  |
| --- | --- | --- |
| Name | **:** | **REJIN . R.S** |
| Contact No | **:** | **36721357 , 39576786** |
| Email ID | **:** | REJINRSRR@GMAIL.COM |
| Profession | **:** | Store Supervisor . |
| Academic Qualifications | **:** | B Com |
| Languages | **:** | English, Malayalam , Hindi & Tamil |
| Computer skills | **:** | Microsoft Package, foucs, quick book, Pechtree |
| DOB | **:** | 30-06-1989 |
| Nationality | **:** | Indian |
| Experience | **:** | Working as Store Supervisor |
|  |  |  |

* **Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Description of Course** | **Year** | **Institute** |
| B Com Graduation | 2010 | Sree Narayana College- India |
| Higher secondary education | 2007 | A S H S S - India |
| Secondary School | 2005 | A S H S S - India |

* **Experience**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Position** | **Duration** |
| **We R Accountants & Tax Practitioners,** Kilimanoor,Trivandrum, Kerala | Accountant | 2 Years |
| AL KOOHEJI GROUP  BAHRAIN | Store Supervisor | From 2014 feb. to til date |

**Duties**

* Responsible for overseeing a wide variety of warehouse activities including receiving raw materials and/or finished goods and maintaining inventory and associated records.
* Receiving incoming material and routing to appropriate area or personnel.
* Filling work orders from production, packaging assemblies and receiving into finished goods.
* Preparation of GRN / MRN .
* Goods delivery approvel
* Measuring and reporting the effectiveness of the department activities.
* Manage and supervise Warehouse employees
* Developing and maintaining departmental work instructions for all tasks.
* Establishing or updating work procedures to meet warehouse demands as dictated by production schedules and workflow.
* Interpreting company policies to workers and enforcing safety regulations.
* Responsible for employee training and development and performance management of all warehouse staff.
* Developing and maintaining a positive working relationship and communications with employees.
* Ensuring all received product matches packing lists for accuracy in quantity, part numbers, and check for possible damage.
* Put inventory away in predetermined locations to ensure the space layout plan continues to meet company standards.
* Maintaining warehouse cleanliness to avoid contamination of products entering and leaving the facility.
* Supervise associates day-to-day performance and progress

* **Personal Details**

|  |  |  |
| --- | --- | --- |
| Name | : | **REJIN . R.S** |
| Father’s Name | : | Mr.Rahim M.K |
| Date of Birth | : | 30-06-1989 |
| Gender | : | Male |
| Religion | : | Muslim |
| Nationality | : | Indian |
| Languages Known | : | English , Hindi , Malayalam & Tamil |
| Passport No | : | K 3751413 |
| Date of Issue & Expiry | : | 03/04/2012 to 02/24/2022 |
| Passport issue place | : | Trivandrum |
| Present Address | : | Rejin .R,S  Flat No 11  BLD No. 1488  Road no 4630  Nuwaidrat 646 |
| Permanent Address | : | Thenguvila Veedu  Parippally (P O)  Kollam  Kerala  Pin No 691574  India |

I hereby declare and affirm that all statements made in this application are true, complete and correct to best of my knowledge and belief.

Place : Bahrain

Date : REJIN R.S