



Christin Thomas

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■ Objective:

To obtain a suitable position in a reputable company, where I can utilize my knowledge and experience to carry out my duties efficiently and develop a successful career.

■ Work Experience:

Company:- Jawad Supermarket (Jawad Business Group)

Position:- Sales Associate

Date:- Dec 05, 2010 – June 19, 2012

Duties:

- Greeting customers, responding to questions improving engagement with merchandise and providing outstanding customer service.
- Successfully assisted customers with product selections and purchase.
- Introducing promotions and opportunities to customers.
- Work under the direction of managers.
- Assist in set up of store displays and inspected merchandise for quality.
- Handling ordering, checked deliveries and restocked shelves.
- Maintaining an orderly appearance throughout the sales floor.
- Organized and cleaned store during downtime.

Company:- Waitrose (Supa Save Bahrain)

Position:- Sales Associate & Store Keeper

Date:- June 20, 2012 – Jan 31, 2013

Duties:

- Receive, inspect and reconcile all incoming products with supporting documents.
- Arrange the goods in a proper manner.
- Maintain proper records.
- Ensure adequate record keeping and manage all documentation to confirm proper stock level and maintain inventory control.
- Issuing the purchasing requisition.
- Co-ordinate the work of staff in the stores department.
- Advise management of obsolete and slow moving stocks.
- Maintain the store department in tidy manner.

Company:- Delifrance & Café Delice (Jawad Business Group)

Position:- Store Keeper, Purchaser & Accounts work

Date:- April 27, 2013 – November 07, 2018

Duties:

- Monitoring stock levels and place order as needed.
- Receive, inspect and reconcile all incoming products with supporting documents.
- Maintain updated records of purchase products, delivery information and invoices.
- Tracking orders and ensuring timely delivery.
- Search available products to find the best combination of quality, price, and delivery.
- Receive, inspect and store all food and non-food product in specified area in accordance with HACCP guideline.
- Prepare the monthly food cost analysis and invoices summary.
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Responsible in monitoring the HACCP documents and records.
- Create and maintain good relationship vendors and suppliers.

Company:- Bukannan Holding

Position:- Store Keeper & Purchasing In Charge

Date:- November 12, 2018 - Present

Duties:

- Monitoring stock levels and place order as needed.
- Receive, inspect and reconcile all incoming products with supporting documents.
- Tracking orders and ensuring timely delivery.
- Search available products to find the best combination of quality, price, and delivery.
- Review quality of purchased products.
- Create and maintain good relationship vendors and suppliers.
- Maintain updated records of purchase products, delivery information and invoices.
- Issuing the purchasing requisition.

■ **Academic Qualification:**

Secondary School Leaving Certificate from State Government of Kerala, India.
Higher Secondary School Certificate from State Government of Kerala, India.
Bsc Mathematics Graduation from University of Calicut (not complete).

■ **Professional Qualification:**

Basic Computer Course Completed.
Office Automation Course Completed.
MS Office Course Completed.
Tally Course Completed.

■ Skills:

Written and verbal communication.
Computer and internet skills.
Team player.
Loyal and discreet.
Holder of a valid Bahrain driving license.

■ Seminar / Training:

Customer Service Training Conducted by **JAWAD BUSINESS GROUP**.
Customer Service Training Conducted by **Waitrose (Supa Save)**.
Food Safety Management System conducted by **TUV NORD**.
Improving Food Safety – a Strategic Approach conducted by **Highfield & LEADERS**.
Basic Hygiene & Food Safety Training conducted by **JAWAD RESTAURANT DIVISION**.
Basic Health & Safety conducted by **JAWAD BUSINESS GROUP**.

■ Personal Information:

Name: Christin Thomas
Date of Birth: August 08, 1988
Place of Birth: Nilambur, India
Age: 31
Gender: Male
Nationality: Indian
Religion: Christian
Civil Status: Married

■ Declaration:

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