CURRICULUM VITAE

**Binu K.S**



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| **PERMANENT RESIDENTAL ADDRESS:**Kunnikottu House, Chenneerkara P.OPathanamthitta Dist,Kerala, India. Mobile No: **0091 919745962394** | PRESENT ADDRESS:P.O.Box .5878, Manama, Kingdom of Bahrain.Mobile No: **00973** -**.66301210**Email: binuks2020@gmail.com |

## Current Position: Store Keeper

**Academic Qualifications**

* **B.Sc** Graduatefrom Kerala University ( Year 2003)

## Computer Knowledge:

* **P.M.S** (Property Management Package)

*(Intellect Data Systems)*

* Microsoft Office & Outlook
* **PGDCA** (Post Graduate Diploma in Computer Application)

**Previous Experience:**

**1 and Half Years at Rajesh Jewelers at Kerala**

* Computer billing
* Closing Stock checking every day

**Work Experience**

**7 Years Work Experience as under**

* Presently working as “**Store Keeper**” in “**Delmon International Hotel** ”
(Caravan Group of Hotels 4 star) from April 2009 to till the date.

**Job Profile:  *Store Keeper***

* Receives all incoming materials and reconcile with purchase orders
* Making GRN in IDS system on a daily basis
* Checking expiry date same time and report to FC/GM/F&B Manager
* Issuing goods to concerned outlet based on requisition approved by Department heads.
* Keeping all the items properly and update his records on a daily basis to ensure physical verification at any given point of time.
* Checking closing stock on monthly basis
* Comparing rates with previous purchase
* Preparing month end reports to F&B Controller
* Preparing month end reports to Chief Accountant
* Items issued by FIFO method
* Checking all the supplier bills and attaching LPO on monthly basis and forwarded to purchase manager for payment

**Achievements**

* One times selected as “Best efforts Employee for the year” of **Adhari Hotel**

**Personal Details**

Date of Birth

: 02-05-1983

Nationality

: Indian

Marital Status

: Single

Languages Known

: English

Passport Number : G 0175796

C.P.R Number : 830564586

### DECLARATION

I hereby state that the above information furnished here are true to the best of my Knowledge and belief.

Place: BAHRAIN

Date**: BINU KS**