

## **CURRICULUM VITAE**

### **RAJESH KUMAR. P**

Flat No. 03, Bldg. No. 1099,  
Road. 2113, Block. 321,  
Manama, Kingdom of Bahrain



Email: [rajesh.r.h.3@gmail.com](mailto:rajesh.r.h.3@gmail.com)

Cont. No: +973-38779237 / +973-33981153

### **Objective:**

Seeking a suitable position which utilize my experience and skills

### **Personal Details:**

Date of Birth	:	20/11/1973
Gender	:	Male
Marital Status	:	Married
Father's Name	:	K.N Parameswaran Nair
CPR No	:	730133532
Nationality	:	Indian
Language Known	:	English, Arabic & Hindi
Permanent Address	:	Kochu Koyikkal (House) Neendoor, Pallippad P.O Alappuzha Dist., Kerala, India

### **Passport Details**

Passport No	:	P1969520
Place of Issue	:	Kingdom of Bahrain
Issue Date	:	16.01.2017
Expiry Date	:	15.01.2027

### **Education Qualification:**

- B.A Graduation – Kerala University, India

### **Education Qualification:**

- Diploma in office Automation (Windows, MS Word, Excel & FoxPro)
- Tally
- Typing, Writing, Lower Second Class

### **Skill Set**

- Client relationship management
- Sales, Distribution dynamics and business development
- Invoicing, collection and accounts management
- Quotations, Purchase orders, vendor management and inventory optimization

### **Work Experience:**

- Present Company : **Ramee Group of Hotels, Resort and Apartment WLL**  
Designation : Storekeeper  
Period : From 05/12/2013 to till date  
Location : Kingdom of Bahrain
- Company : **Arabian Palace Hotel**  
Designation : Store Assistant  
Period : From 2007 to 2013  
Location : Kingdom of Bahrain
- Company : **Relax Inn Hotel**  
Designation : Time Clerk  
Period : From 2003 to 2007  
Location : Kingdom of Bahrain

### **Strength**

- Self-Motivated
- Confident
- Hardworking and Dedicated
- Open for learning
- Team Player
- Good communication skills

### **Declaration:**

I hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief.

Date :

Place :

**Rajesh Kumar. P**