

# GOKUL C B

ADMIN EXECUTIVE – PURCHASE & STORE

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Skype: gokulcb



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## OBJECTIVE

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*“TO BE PART OF A CHALLENGING TEAM WHICH STRIVES FOR THE GROWTH OF THE ORGANIZATION AND WHICH EXPLORES MY POTENTIAL AND PROVIDE ME WITH THE OPPORTUNITY TO ENHANCE MY TALENT, WITH AN INTENTION TO BE AN ASSET TO THE COMPANY.”*

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## WORK HISTORY

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ADMIN EXECUTIVE

PURCHASE & STORE

SEP 2014 – PRESENT

### ROLES & RESPONSIBILITIES

- Oversee the material purchase of all regional centers
- Receiving and issuing products
- Stock Accuracy
- Binning the product
- Physical count Annual and Half yearly
- Cleanliness Next only godliness
- Cost analyzing
- Reporting to Higher Authority in the month end

AHALIA FOUNDATION EYE HOSPITAL

PALAKKAD, KERALA

**SITE COORDINATOR**

**MEASAR SALAB & BRO. EST. BLOCK 14  
FOR PETRO MASILA YEMEN, MASILA**

SEP 2013 – MARCH 2014

- Doing time sheeting, scheduling, invoicing, correspondence with Petromasila, attending safety meetings in Petromasila and holding meetings in the camp, ensuring all the safety requirements with the safety supervisor wherever requires & assisting the site manager in all of operation and camp administration.
- Liaising with clients and reporting progress, professional staff and the public.
- Develop and maintain appropriate registers for all contracts to monitor our performance against the responsibilities undertaken as per the contract.
- Ensure proper meeting minutes are recorded and distributed in a timely manner, both pre and post award.
- Review all project correspondence.
- Ensure all letters, instructions and notices given by client are acknowledged and acted upon in a timely manner.
- Implemented an excellent safety program in compliance with regulations

**ASSISTANT ADMINISTRATOR**

**INSIGHT EXPORT AND PLACEMENT  
SERVICE  
TRIPRAYAR, THRISSUR, KERALA**

JAN 2012 – JAN 2013

◆ **SELECTION**

we always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorised representative. We arrange his /their accommodation, transport and all other logistic support

required for the purpose. In case we are entrusted with the selection & testing of worker, we normally do it with the help of a team of experts for technical & professional categories under direct supervision of our professional executives.

◆ **MEDICAL CHECKUP**

after final selection we send the workers/ candidates for medical checkup by the authorized medical center of the respective embassies of the country of employment.

◆ **APPLICATION FOR VISA**

for selected candidates, we will apply for the visa in the respective embassy as authorized by the employer.

◆ **TICKETING AND EMIGRATION**

the employer may send PTA or remit necessary travelling expenses in favor of insight exports and placement services to facilitate travelling as scheduled. We obtain emigration clearance from the concerned govt. Dept. For the candidates.

◆ **ORIENTATION BEFORE DEPARTURE**

we provide basic orientation to workers before travelling abroad. The workers are informed about their duties and responsibilities while abroad and first hand information of work environment there & salient features of labour laws of the country of employment

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## **EDUCATION**

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**MBA (HR AND MARKETING)**  
**2007 - 2009**

**BANGALORE UNIVERSITY**

**BCOM (INCOME TAX)**  
**2004 – 2007**

**UNIVERSITY OF CALICUT**  
**KERALA**

**PLUS TWO**  
**2002 - 2004**

**HIGHER SECONDARY EXAMINATION**  
**BOARD**

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# CERTIFICATION

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## TRAINING

MANAPPURAM FINANCE, KERALA, INDIA

LOANS ASSESSMENT AND FOREIGN EXCHANGE

## COMPUTER KNOWLEDGE

TALLY

WORD

EXCEL

## AVIATION FOUNDATION PROGRAMME AIR CARGO :

EMIRATES AVIATION COLLEGE,  
DUBAI

- Air way bill preparation
- Carriers liability
  - Calculating chargeable weight
- Advance arrangements
- Rounding off currencies
- Restrictions of acceptance
- Cargo manifest
- Unit load device (ULD)
- Coding and decoding of cities

## PROJECTS DETAILS

- A study on “CONSUMER SATISFACTION OF VISTA ICE CREAM WITH REFERENCE OF KSE LTD.”
- An organizational study of STEEL & INDUSTRIAL FORGINGS LTD.
- “ROLE OF E-FREIGHT IN AIR LOGISTICS”

**CONTACT INFORMATION**

CHEERAKULANGARA HOUSE  
PO VALAPAD BEACH,  
PIN 680567,  
THRISSUR DIST.  
KERALA, INDIA

**PERSONAL INFORMATION**

GENDER – MALE  
AGE – 30 YEARS  
BIRTH DATE – 19<sup>TH</sup> AUGUST 1986  
NATIONALITY – INDIAN  
MARITAL STATUS – MARRIED

**PASSPORT DETAILS**

PASSPORT NO: R 4125239  
NATIONALITY: INDIAN  
DATE OF ISSUE: 14-09-2017  
DATE OF EXPIRY: 13-09-2027  
PLACE OF ISSUE: COCHIN

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**DECLARATION**

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I hereby declare that all the statements made above are true and correct to the best of my knowledge and belief.

PLACE: KERALA

YOURS TRULY

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