

## **RENNY RAJU**

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### **CAREER OBJECTIVE**

To contribute my best effort in the achievement of company's goals and objectives with the special use of my knowledge and skills and looking forward to an organization that offers a challenging, stimulating, learning environment to work in, provide scope for individual development and career growth.

### **WORK EXPERIENCE**

#### **Assistant Storekeeper - Believers Church Medical College Hospital**

**January 2018 – January 2019.**

#### **Responsibilities**

- Receive the goods from suppliers and check whether they meet the requirements mentioned in the purchase order.
- Arrange received materials as required.
- Ensure that the materials are stored safely.
- Maintain receipt records and withdrawals of the stockroom.
- Issue materials according to the requirements.
- Complete store administration and ensure compliance with policies and procedures.
- Rack and stock maintenance.
- Directly selling consumable items to patients.
- Perform other stock-related duties, including packing.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels.
- Returning expired items to the concern department (If any)

## **Accountant – Service Co-operative Bank**

**January 2017 – February 2017.**

### **Responsibilities**

- Day to day works support to our staffs.
- All records and files sorted to particular place.
- Direct help to customer's enquiry and filling forms.
- Daily duties can include making income and expense entries into the accounting system.
- All work under the supervision of a senior accountant to learn the day-to-day duties that take place in the accounting department.

## **Field staff- Trust Pharmaceuticals**

**November 2014 – November 2015.**

### **Responsibilities**

- Cash collection of weekly supplied items.
- Day to day collection report preparations.
- Directly inform to accounts departments to collection report and balance pending details.
- Day to day supplied items list and return items details collect.
- Knowledge of day to day supplier routes and supplier details.
- Customer's complaints and other enquires are inform to office.
- New offer and discount details of product and prices inform to customers.

## **Accounting Trainee - Vikram Sarabhai Space Centre**

**February 2012 – February 2013.**

### **Responsibilities**

- Sorting old and new records and racking for safe and easy access
- Coordinating with different departments
- Extracting information from different departments and feeding it in the database
- Writing letters to government offices and posting it through the Post Office
- Going to the bank to get accounting works cleared
- Passing information from the record section database to other departments
- Arranging files as latest to old year wise as well as department wise
- Passing salary information to other departments
- Preparing payroll and maintaining records of payroll for all departments

## **ACADEMIC QUALIFICATIONS**

- **Bachelor of Commerce** from Mahatma Gandhi University, Kerala, 2017.
- **Higher Secondary Certificate** from Vocational Higher Secondary Education, Keezhavaipur, Kerala, 2009.
- **Secondary School Leaving Certificate** from St. Behanans Higher Secondary School, Vennikulam, Kerala, 2007.

## **TECHNICAL SKILLS**

- **Tally.ERP 9**
- **Microsoft Office**

## **PERSONAL DETAILS**

DOB : 02-04-1991

Gender : Male

Marital Status : Single

Religion & Caste : Christian [Marthoma]

Language : Malayalam, English.

Nationality : Indian

## **DECLARATION**

I hereby declared that all the details stated above are true to the best of my knowledge and belief.

Name: RENNY RAJU

Place:

Date: