

ANOOPRAJKR

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WORK EXPERIENCE IN KERALA, INDIA

- ✓ *Till 31st August, 2009: ISED Enclave, Manjummal Kochi – 682030* Joined as part time Office Assistant (System Admin), Resigned as ***PA to the Director Dr. P M Mathew***: Done Stenography, Order dispatch and Call handling, ***Server Administration***, Data gathering for yearly and monthly MSMER reports. Publication, Printing, Proof reading of the book.
- ✓ *2009 September to 31st October 2010: GMF Sea food, Aroor.* Joined as Supervisor trainee, Resigned as ***Supervisor in Production, HR in-charge*** QC and Export Items verification, Raw materials reception and Sample taking, Frequent temperature reading, tasting, color and Odor control of perishable goods such as Tuna, Cuttle Fish and other varieties. Managed a group of 40 girls and 20 boys with linguistic difference. Managed Food and Accommodation for employees. Daily checking of plant hygiene and smoothen disposal of waste.
- ✓ *2013 April 1st to 2016 December 31st:* Joined at OSSEOUS Healthcare Pvt Ltd., Edappally, Kochi-24 as Billing Executive in the company. Done local and interstate sales billing. Managed dispatch and Quantity checking. Was Promoted as Purchase Assistant within 6 months with a salary increment. Done interstate and intercontinental purchases. Imported surgical goods from Korea and China. Familiar with goods importing and Quality Checking. Resigned as ***Depot Manager*** of the company. Managed Interstate and intercontinental money transactions. Purchase documentation and accounting were also supervised.
- ✓ *1st January 2017 to February 2019: Sri Balaji Agencies, Ernakulam-682020.* Billing and Purchase Manager, Super stockist of various products such as Jockey, Speedo, Cross, Mapped, Hershey, GRB, Foodcoast, Allo fruit, Priya, Park avenue, Raymond and Saviourite. Supervised setting up of new showroom for Jockey in Kadavanthara. Was also actively taking part in the expansion and renovation of other depots for upcoming new products and FMCGs in the company. Expertise in ***Tally ERP9*** and ***Tally Shopper 9 POS***. Promoted as ***Depot Manager*** within 1 year, Done barcode-based sales and stock handling, Software troubleshooting, weekly and daily sales analysis, offer launch and Scheme finalising with the manufacturer, Correspondence with company HQ and to Field executives and giving feedbacks back to company regarding movement and Quality of the products, Order coordination and customer relations management was also taken care off.

JOB DESCRIPTION

- ✓ Office Administration & Day-to-day cash transactions
- ✓ Pay Roll including P.F., E.S.I., Professional Tax and the respective returns.
- ✓ Knowledge of GST billing
- ✓ Sales **Billing** and completing **Purchases documentation, Way Bill**
- ✓ Accounts data entry and assisting in finalization of accounts using accounting package **Smart Accountant 1.1**, Familiar with Database management using **MS Access**, Billing in **TallyERP9** and **Tally Shopper9 POS**, Expertise in **MS Office, Linux**.
- ✓ **Internet, Email, Networking** and Knowledge of **Programming & Photoshop**
- ✓ Secretarial services including Bank Account SB/Current Account transactions, correspondence, call handling etc.
- ✓ Done stock taking, Dispatching order, Quality checking, Purchasing of Goods, Attending Delivery, Facing Display, Analyzing Outstanding and maintain Purchase-Sales Register.

EDUCATIONAL QUALIFICATIONS

- ✓ **Degree** : **B.Sc. in Physics** from M.G. University, Kottayam 2010-13
- ✓ **Pre-Degree** : Science Group (Bio-Math) from T.D. HSS, Thuravoor 2008-2009
- ✓ **Technical** : Computer Knowledge – Tally ERP9, Tally Shopper9 POS, Smart Accountant, MS Office, Email, Internet
 - Typing Speed – Approx. 5,000 words

LANGUAGES KNOW

English, Hindi & Malayalam – Read, Write & Speak
Tamil – Read & Speak

Learning Spanish online, Telugu, Kannada and French Elementary Knowledge

PERSONAL INFORMATION

Father's Name : Rajan
Contact No : + 91 9961231569
Home Address : Koovakadu House, Eramalloor P O, Alappuzha – 688537
Age / Date of birth : 28, 27/01/1991
Marital Status : Single
Sex : Male
Nationality : Indian
Hobbies : Listening to Music, Reading and Blogging.
<http://anoopnpoems.blogspot.com/>

REFERENCES: -

1. Mr. Dinesh, Manager, Metropolis El Labs, Kochi Ph:9447174816,9495974816
2. Mrs. Leena, Manager, Muthoot Group, Palarivattom Ph:9745123631

DECLARATION

I hereby declare that the information stated above is true to the best of my knowledge.

Yours faithfully,

Anoop Raj K R.