

Libin Rajan

**Store
Assistant**

Libin Rajan
Kurikiladiyil
(House)
Uthimoodu P.O
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Professional Summary

Responsible for ensuring that all items (Including printed materials) stored are in good condition and dispensed properly according to the need of the different departments with proper authorization from the management. Also ensure availability of the items according to the need.

Experience

Believers Church Medical College Hospital / Store Assistant

16 august 2019 - PRESENT, THIRUVALLA

Duties and Responsibilities

- Planning of the general store effectively with limited resources and to follow strict inventory control practices.
 - To ensure a constant stock of all materials.
 - Make sure that all items received are in accordance with the purchase order received.
 - To check the items for quantity, quality, expiry etc.
 - Continuously learn and gather information on the global best way to improve the quality of the work and new culture in the receiving area.
 - Continuously plan the work and report the shortcoming to the Manager from time to time.
 - Ensure we present ourselves in a presentable/professional manner and are neat and tidy always and behave properly to co-workers and outsiders.
 - Liaise with other departments like finance, Purchase and end user for effective work culture for the betterment of the department.
 - Maintains quality service by establishing and enforcing organization standards.
 - Other responsibilities like billing, stock auditing, stock keeping.
 - Any other work assigned by Supervisor/Management from time to time.
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Education

MG UNIVERSITY/

BA History

March 2014 - March 2018

Keltron / Logistics and supply chain management

August 2017 - December 2018

Higher Secondary

March 2014

SSLC

March 2012

Achievements

- Inventory management
 - Been complimented by my supervisors and Co-workers.
 - Worked as an individual as well as a team
 - Dedication to the job
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Languages

English — B1
Malayalam — C2
Tamil — A1

Skills

- Team Player
 - Hard Working
 - Motivation Skill
 - Leadership Skill
 - Initiative
 - Flexibility and Adaptability
 - Computer Software and Application Knowledge
 - Problem Solving Skill
 - Communication Skill
 - Creativity
 - Attention to detail
 - Responsibility
 - Negotiation
 - Administrative
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References

Mr. Ajayakumar

Manager- Purchase Department
Believers Church Medical College Hospital, Thiruvalla
Email: purchasemanager@bcmch.org
Contact: +91 9846453292

Mr. Philip G Kannamala

Supervisor- Purchase Department
Believers Church Medical College Hospital, Thiruvalla
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