

Ruben Thomas



Ruben Thomas
Kurisummoottil (H),
kappumthala P.O
Kaduthuruthy, 686613
Kottayam Kerala

Mobile:

+91 9526777132

+91 8848080318

E-Mail:

rubenthomas0707@gmail.com

Personal Data:

Gender: Male.

Nationality: Indian.

Marital Status: Single

Languages Known:

English, Hindi, Malayalam.

Interests

- ❖ Playing Cricket.
- ❖ Watching Cinema
- ❖ Listening to Music.

CAREER OBJECTIVE

To face challenging competitive assignments in the field of development, where in my educational qualifications combined with my communication and organizing skills in Inventory which can be used resourcefully for desirous results and growth of the Organization.

PRESENT STATUS

Caritas Hospital Kottayam

KECO Consultancy

Designation: Store Executive, FNB Department

Area of Interest: Inventory Management

Period: 24 January 2022 to Till Now

EDUCATIONAL QUALIFICATION

- Diploma in Logistics & Supply Chain Management - Calvar Academy, Ernakulam, 2020
- BCA - MG University, Kottayam, 2019
- Plus Two – Emmanuel’s HSS, Kothanalloor, 2014
- SSLC – De Paul HSS, Nazareth Hill, 2012

SKILL SET

Software Knowledge:

- C, C++, Java
- DCS Infoway Inventory Biz
- MS Office, Photoshop, Power Point Basic

ADDITIONAL QUALIFICATION

- Python with MVCDjango Framework SMEC Technologies, Kochi

INDUSTRIAL EXPOSURE - 2 YEARS

➤ Company: **KECO CONSULTANCY**

Designation: Store Executive, FNB Department

Tenure: 24 January 2022 to Till Now

➤ Company: **MOMA VENTURES PRIVATE LIMITED COCHIN**

Designation: Senior Store Executive & Dispatch In charge

Tenure: 15th Dec2020 to 21 January 2022

➤ **Company: OXYTECH EQUIPMENTS** (Medical Equipments)

Designation: Store Keeper

Tenure: 05th June 2020 to 10th Dec 2020

JOB PROFILE @ MOMA VENTURES PVT LTD & CARITAS HOSPITAL

- Sourced, selected and negotiated for the best purchase package in terms of quality, price, terms, deliveries and services with the supplier.
- Prepared purchase requisition and local purchase order for all departments and branches.
- Applied reference in Indent, PO and attached it with quotations.
- Dispatched/received all local purchase order to/from concerned authority.
- Encoded all reference of purchase requisition and local purchase order number, requisition number, vendors' names and date and accordingly forwarded necessary documents to accounts department for payment processing
- Attached invoices and delivery notes to local purchase ordered as well as checked the details of materials delivered.
- Received GRN documents, verified numbers/dates and prepared list of documents to be sent to the accounting department.

JOB PROFILE @ OXYTECH EQUIPMENTS

- Accounting of Sales bills, Purchase (Local and Interstate Purchase).
- Cash Payments and Receipts, Bank transactions.

STRENGTHS AND POSITIVE TRAITS

- Highly motivated, positive and goal-oriented.
- Demonstrated professionalism.
- Ability to achieve targets and handle multiple functions and activities in high-pressure environments with tight deadlines.
- Indulge in rigorous thinking and possess boundless curiosity.
- Tend to set levels & standards that exceed expectations.
- A learner for life.

DECLARATION

I hereby declare that the above facts are true to the best of my knowledge.

DATE :

PLACE : Kottayam

Ruben Thomas