

RENNY RAJU

Pazhoor Renny Bhavan
Vennikulam P.O Valankara
Mallappally, Pathanamthitta
rennyraju91@gmail.com
9605736715

CURRICULUM VITAE



CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

20/06/2022- 30/06/2023

Organization – Travancore Medical College Hospital
Designation – Purchase Executive
Responsibility - Purchase in surgical items & consumable items.

20/02/2021 - 12/03/2022

Organization - Sree Narayana Institute of Medical Sciences
Designation - Purchase Trainee
Responsibility - Purchase in surgical items & consumable items.

22/01/2018 - 25/01/2019

Organization - Believers Church Medical College Hospital
Designation - Assistant Storekeeper
Responsibility - Complete Store administration and ensure compliance with policies and procedures.

05/07/2019 - 28/12/2019

Organization - Perfect Engineers & Fabricators, Gujarat. Designation - Office Assistant
Responsibility - Handling Petty cash expenditure daily.
Handling Goods inwards & outwards.

04/03/2020 - 23/06/2020

Organization - Kamlas Mart, Chengannur.
Designation - Sales and Computer Operator
Responsibility - Handling the Petty cash expenditure daily.
Directly selling Building materials items and Home Appliances to Customer's.
Prepare and process invoices.
Handling all cash and credit transactions.

EDUCATION

- Bachelor Of Commerce (2013-2016) 40%
Mahatma Gandhi University, Kottayam
- Higher Secondary (12th) 65%
Board of Higher Secondary Examination, Kerala.
- SSLC (10th) 51%
Board of Public Examination

SKILLS

- TallyErp9
- MS Office
- Stock Maintanance

ACHIEVEMENTS & AWARDS

- Attending Certificate Training Programme.
- Worked as an Accounting Trainee from 17th February 2012 to 16th February 2013 at Vikram Sarabhai Space Centre, Trivandrum.
- Worked as an Accounting Trainee from 23rd January 2017 to 27th February 2017 at Elanthoor Service Cooperative Bank.

LANGUAGES KNOWN

To Speak : English and Malayalam

To Read and Write : English, Hindi, and Malayalam

PERSONAL DETAILS

| | |
|----------------|--|
| Name | RENNY RAJU |
| Father's Name | Raju George |
| Address | Pazhoor Renny Bhavan, Vennikulam P.O.Valankara, Thiruvalla, Pathanamthitta |
| Date Of Birth | 02/04/1991 |
| Gender | Male |
| Marital Status | Single |
| Nationality | India |
| Language | Malayalam, English, |

DECLARATION

I do hereby declare that the Particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE : VENNIKKULAM

DATE :

RENNY RAJU