



# DIBIN BIJU

## CONTACT

@ dibinbiju516@gmail.com

7561079822

Cheruvalladath(h) Alpara p/o  
Alpara Idukki Pin:- 685606

## SKILLS

Computer Knowledge

Excel and MSword

Team making

Problem solving

Co\_ordination

Study about work after do anything

Quick learner

Communication skill

Creativity

## LANGUAGES

English

Hindi

Malayalam

## REFERENCE

### Amal Santhosh - EKK INFRASTRUCTURE

Store Manager(painavu site)  
amalsanthosh@gmail.com  
918156996251

### Mrs.Athira - RAJAGIRI HOSPITAL ALUVA

Finance counselor  
finance@rajagirihospital.com  
9526849209

## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## EXPERIENCE

### EKK INFRASTRUCTURE

25/01/2021 - 30/05/2022

Junior store officer ki

1. Prepare GRN/MIS/IOSTN/PR and all related Store documents.
2. Inspect the materials received from suppliers with respect to PR, quality & quantity.
3. To ensure the proper tagging of identification slip and bin cards on each item.
4. Prepare Monthly & Annually Material consumption & requirement reports.
5. To maintain the Store Inventory Level in view of monthly consumption.
6. Supervise store labours and getting results through efficient & effective way
7. Supervised local buyers/coordinators and Reduced project tool spending by 50% through implementing tool tracking system.
8. Generated weekly, monthly, quarterly and yearly reports on purchasing operations.

### RAJAGIRI HOSPITAL (NABH & JCI Accreditation)

10-07-2023 - 10-10-2023

OPERATION DEPARTMENT(internship)

1. Assisted in managing day-to-day operations of the company, including coordinating with various departments and stakeholders.
2. Supported the development and implementation of strategic plans and initiatives to improve operational efficiency.
3. Conducted research and analysis to identify areas for process improvement and recommended innovative solutions.
4. Assisted in monitoring and managing inventory levels to ensure optimal stock availability.
5. Participated in cross-functional team meetings and contributed to the overall decision-making process.
6. Supported the development and maintenance of standard operating procedures for different
7. Supported customer service activities, including responding to customer inquiries and resolving issues in a timely manner.



## EDUCATION

IBIS Academy (IACET (USA) and NABET Accredited)

2023

Diploma In Hospital Administration

Kanpur university

2020

Bsc computer science



## PASSPORT DETAILS

Passport no :- V1848607

Date of Issue :- 16/06/2021

Date of Expiry:- 15/06/2031



## DRIVING LICENCE

DL no:- KL06 20170001877

LMV

MCWG

ERIKSH

TRANS

Badge No 329/21

Hazardous validity 26/01/2025



## DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.