

Sreejith.K

sreejithk1331986@gmail.com

8848534889

01-13-2024

HR Manager,

Dear Hr Manager,

I'm applying for a senior executive position in pharmacy store(purchase ) at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Sreejith.K



**Sreejith.K**

**Kodakkatillam Nemmara palakkad Kerala**

- Contact No : 8848534889
- Gender : Male
- Marital Status : Unmarried
- Email : sreejithk1331986@gmail.com
- DOB : 13/3/1986
- City : Palakkad • State : Kerala • Country : India • Pincode : 678508

## **Objective**

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more effective than more efficient.career growth

## **Education Details**

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- MBA in airport and airlines management , Bharatiyar University  
56%  
2016
- B com, Thunchan college  
55%  
2007

## **Work Experience**

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- Avitis super speciality hospital  
Senior executive pharmacy store  
May 2019 - Jul 2023  
preparation of purchase order  
maintaining stock  
invoice entry, checking bills with physical stock batch expiry,quantity etc  
Drug call procedure  
stock audit  
monitor smooth flow of supply chain  
Negotiation with supplier and representatives  
Making availability of drugs approved by PTC committee  
Purchase return of medicine  
Transfer medicine and consumable to department as per online request  
Act as store in charge  
Maintaining available drugs as approved  
Monitor reorder level and po raised
- Thangals jewellery dubai  
Accountant and cashier  
Jan 2018 - Feb 2019  
Ledger posting, assist in payroll preparation.preparation of cashbook,trial balance,petty cash book and balance sheet
- Devikrishna stainless steel  
Accountant  
Feb 2014 - Nov 2014  
Ledger posting, cashbook, salary account Balance sheet

- Chandru and co  
Audit assistant  
Jan 2009 - Apr 2013  
internal audit and external audit  
audit with invoice and day book  
audit process  
trail balance and balance sheet preparation  
Finalisation of account  
Audit report preparation

### **Field of Interests**

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- Purchase, billing etc

### **Skills**

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- Performance improvement
- Operation skills
- Administrative skills
- Supply chain management
- Adaptable,honest, quick learner,multi tasking,hard working

### **Strength & Hobbies**

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- Multi tasking ,
- Quick learning
- Time management
- Hard working and honest
- Driving,
- Traveling
- Watching movies
- Playing cricket,carroms etc

### **Declaration**

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I hereby declared that the above information are true to my belief and knowledge

Date : 13/01/2024

Place : Nemmara palakkad



(Sreejith.K)