



EVIN VARGHESE

Contact

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Personal Details

Father Name : Varghese C J
Sex : Male
Date of Birth : 01/03/1998
Marital Status : Single
Religion : Christian
Nationality : Indian

Languages

- English
- Malayalam

Career Objective

To get a suitable position in this competitive atmosphere with the scope of contributing my abilities and learning for the growth of organization.

- IT Skills:
- MS Office Suite (basics), Power point.
- English Communication Skills - Written and Spoken
- Client Serving Mind Set
- Hardworking, Able to Stay Focused When Doing Repetitive Work & Remain Calm During Challenging Assignments.

Educational Qualification

COLLEGE/SCHOOL	QUALIFICATION	Year of Passing
B.com -Computer Application	St Paul's College Kalamassery Mahatma Gandhi University	2020
Diploma In Computerised Financial Accounting	LBS Centre For Science & Technology	2019
HSC	Guardian Angel's HSS, Manjummel,Udyogamandal, Kerala State Board.	2016
SSLC	St.Joseph English Medium HSS Thrikkakara, CBSE Board	2014

Professional Profile

- Careon Healthcare Solutions Pvt. Ltd**
Duration : 05-Oct-2020 (till date)
Position - **Sr. Store Executive**

Job Responsibilities

- Receiving, Inspecting and Storing incoming materials according to established procedures and standards.
- Preparing GRIR Number according to invoice bills.
- Offer the incoming materials to Qc for quality check.
- Maintaining minimum and maximum level of Raw materials. Performing regular stock checks to ensure stock accuracy and identify discrepancies or variances.
- Coordinating with production, purchasing and other departments to ensure timely delivery and availability of materials and products.
- Ensure stocks are placed in allocated areas.
- Updating receiving stock details in Bin on daily basis.
- To ensure the smooth and efficient day to day functioning of the department.
- Updating Nil stock items in MIS file.
- Prepare and implement the necessary SOP for store operations for time to time.
- Handling the team of the stores.

Core Competencies, Skills & Interest : Core Competencies:

- Active Listening • Communication
- Maintain Good Interpersonal Relationships •Teamwork

Declaration

I do here by declare that all the information given above is true to the best of my knowledge and belief.

Evin Varghese