

PROFILE

Dedicated and highly organized office administrator having experience in managing administrative task and office operations. Possessing a strong attention to detail and a proven track record of efficiently coordinating office activities to ensure a smooth workflow. Looking for a career which demands the best of my professional ability in terms of practical and analytical skills and helps help the growth and development of the organization.

EDUCATION

➤ Bachelor of Commerce in Co-Operation

Mahatma Gandhi University, 2017-2020

➤ SAP (FICO, B1 & Procurement)

Primus Techsystems

WORK EXPERIENCE

STOREKEEPER & PURCHASE ASSISTANT

Flora Vythiri Resort | Sept 2022 to Sept 2023

Responsibilities

- Monitor stock levels and Identify purchasing needs
- Coordinate with the accounts department regarding the supplier's payments.
- Check the book balance, with the actual physical stock at frequent intervals
- Prepare purchase order
- Evaluate offers from vendors and negotiate better prices
- Organize and maintain the stores
- Maintain updated records of invoices and contracts
- Checking deliveries for accuracy and damage
- Managed inventory procedures, optimizing stock levels
- Maintain accurate records of inventory movements.
- Used MS Office & Excel for data management and reporting.

STOREKEEPER

Dreamland Residency | Jan 2022 - Jun 2022

Responsibilities

- Inventory Management: Optimize stock control for efficiency.
- Maintain inventory and monitor stock levels
- Team Leadership: Motivate teams for efficient operations.
- Documentation: Maintain accurate records of inventory movements.
- Reporting: Generate comprehensive reports on inventory and operations.
- Conducting regular stock checks and reconciling any discrepancies
- Maintaining and updating records of purchase order, inventory records.

CERTIFICATIONS

Primus Techsystems

- MS Excel
- Tally
- SAP FICO & B1
- Procurement Process



AMAL SHAJI

+971566148307

amalshaji281@gmail.com

Salam Street, Abu Dhabi,
UAE

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 26/10/1999

Marital status: Single

Visa status: Visit Visa

SOFTWARE SKILLS

- SAP
- Tally
- WINHMS
- Infinity
- MS Excel
- MS Word
- MS Power Point

LANGUAGES

- English
- Hindi
- Malayalam

SKILLS

- Time Management
- Data Analysis
- Contingency Planning
- Financial Record-Keeping
- Customer Service
- Team Leadership
- MS Office Proficiency
- MS Excel
- Flexible and Hardworking
- Willingness to learn new things and work under pressure
- Flexible and Hardworking
- Effective team working & Quick learning ability