



MANJEESH KARAYI

STOREKEEPER / ASSISTANT ACCOUNTANT

OBJECTIVE

To achieve success and attain great heights in my profession by utilizing and constantly improving my knowledge and skills and by understanding and loving my work.

OTHER SKILLS

- Internet Application
- Time Management
- Organization Skill
- Fast Learning Ability
- Accounting / Book Keeping
- Store Keeping
- Inventory-Material Management

LANGUAGES



ENGLISH

HINDI

MALAYALAM

PERSONAL DATA

Date of Birth: **24-05-1983**

Father: **MADHUSUDHANAN**

Religion: **HINDU**

Marital Status: **Married**

Passport No: **T9982472**

Driving License: **Indian License**

Permanent Address:

"Chithram" Manjakkal, Mahe- 673310

Pondicherry State, India

CONTACT INFO



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WORK EXPERIENCE

• Detesad-Al-Saudia

Store Keeper
(Store Technician)

2011 - 2019

Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations in accordance with applicable supply procedures and verbal instructions.

Performs duties as assigned incidental to the receipt, storage, issue, transfer, or shipping of stock.

Maintains authorized stock levels and issues materials as required.

Ordering, stocking, and issuing repair parts, clothing, and general supplies; maintaining financial records and accounting systems.

• Saravana Industry

Marketing Executive

Nov 2008 - Oct 2009

Responsible for selling and promoting company products within a defined geographic territory. Negotiating win-win resolutions on the first contact with a customer. Preparing sales order forms & reports

• Apollo Group

(Wholesale & Retail firm)

Assistant Accountant

Apr 2005 - Mar 2008

Preparint the balance sheet of the company

Maintaining the proper record of the transactions in the balance shet

Assisting the Accountant's team to prepare yearly budget of the company

Coordinating with Managers, executives and the accountants of the team

Coordinating with clients of the company

Cioordinating with the Accountant Manager

EDUCATION

• Bachelor of Commerce

B.com-Income Tax

Pondicherry University, India
2003 - 2006

• Pre Degree

Commerce

University of Calicut, India
2000 - 2002

• Secondary School

N .G. H. S .S , Mahe , Puducherry, India
1999

• Typewriting Lower

Sree Balans Institute, Mahe, Puducherry, India
2000

CERTIFICATES

• Advanced diploma in Practical Accounting (Manual) & ComputerizedAccounting
(Tally , Peachtree , Dace Easy & Ex)

• Diploma in Computer Application(Basic Computer Dos andFundamentals, Windows, MS Word, MS Excel , MS PowerPoint ,Introduction of Multimedia, Internet Training, Job Work Practice, Software installation