



CONTACT

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📍 ABU DHABI

EDUCATION

SSLC - KERALA STATE EDUCATION BOARD

HIGHER SECONDARY - COMMERCE, BOARD OF HIGHER SECONDARY EDUCATION, KERALA INDIA

BACHELOR OF BUSSINESS ADMINISTRATION
JAIPUR NATIONAL UNIVERSITY, INDIA

IATA
INTERNATIONAL DIPLOMA BASED ON CANADA

FRONT OFFICE MANAGEMENT (NORKA)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Enthusiastic

LANGUAGES

- English
- Hindi
- Malayalam

SHIHAM KP

PURCHASER AND STORE KEEPER

WORK EXPERIENCE

PURCHASING AND STORE MANAGER (2022 - PRESENT) AL ANAMEL MEDICAL CENTER - ABU DHABI, UAE

- Communicated with suppliers and vendors , negotiated prices , and maintained and managed the procurement correspondent and files .
- Prepared , processed , and reviewed purchase orders , collected and analyzed purchasing data , and co ordinated all deliveries .
- Completed detailed work area assessments and collaborated with colleagues on the improvement of the existing procurement system and data bases .
- Recognized by executives and achieving extra ordinary results and constantly performing great work .
- Ordered ,received , and checked all medical suppliers and equipment properly .
- Arranged , stored and maintained the inventory level of all medical supplies
- Rotated medical supplies and checked all store materials for expiration date .
- Repaired and maintained computerised records of medical store suppllies , in anaccurate manner .
- Recieved and responded to all phone enquiries related to materials and inventory orders .

TICKETING AGENT (1 YEAR 4 MONTHS) DREAM HOLIDAYS TRAVELS - KERALA , INDIA

- Enhanced customer satisfaction ratings, researching travel options, presenting best deals and resolving issues efficiently.
- Took payments via credit card and debit cards and handled all sensitive

VISA AND TICKETING AGENT (2 YEARS) SPRINGWALE HOLIDAYS TRAVELS - KERALA , INDIA

- Advising foreign nationals on residency and work permit
- Drafting visa letters and application forms
- Double-checking all application before they are submitted to the embassy