Akshay Panankavil

STORE KEEPER | Inventory & Stock Control

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Profile

Reliable and organised Store Keeper with hands-on experience in receiving, storing and issuing materials, maintaining stock records and keeping the store area neat and safe. Comfortable with Excel-based stock registers and computer data entry, supported by a computer operator qualification. Careful with counts, punctual and honest, with a focus on keeping stock accurate and easy to find when it is needed.

Experience

Office Assistant – Store Operations

Milma Kasaragod Dairy, Mavungal, Kanhangad · 2023 – 2024

- Received incoming materials, checked them against delivery documents and stored them in the right place
- Issued materials to departments against requests and recorded every issue
- Managed inventory and kept stock records up to date
- Kept the store area clean, organised and safe for easy access

Software & Web Developer

Astraz Software Solutions · 7 months

- Entered, updated and maintained records accurately in MySQL databases
- Worked on billing and receipt management software, including reporting
- Followed set procedures and worked to deadlines in a team

Key Skills

- Receiving and checking goods

- Storing, stacking and labelling
- Issuing materials with proper records
- Stock register and inventory records
- Stock counting and reconciliation
- Housekeeping and store safety
- Computer data entry and MS Excel

Education

- **Bachelor of Arts – English**, Indira Gandhi National Open University, 2024 – 2027 (ongoing)
- **Computer Operator & Programming Assistant**, Industrial Training Institute (NCVT), 2020 – 2023

Software

Microsoft Word, Microsoft Excel, Microsoft PowerPoint

Languages

English, Malayalam