

Joy

Email: joy.180066@2freemail.com

*Objective:To seek a challenging job that provides good learning ground for improving my overall approach and personality and also rendering best of my strength of your organization as well as myself*

**Academic Records:**

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| **COURSE** | **Board/University** | **Name of Institution** |
| H.S.C | Bombay University | Sharada Junior College,Vikhroli, Bombay, India |
| S.S.C | Pune Higher Secondary Board | St. Xavier's High School, Powai, Bombay, India |

**Professional Qualification:**

Diploma in Computer and Telecom Engineering from CMS Institute, Bombay, India.

Diploma in Advanced Basic Programming and Word Processing from Compu-Tech, Quilon, India.

## **Gulf Experience:**

**LUNAR ELECTRO Electro-Mechanical Al Fajer Group (Al Ahmadiah MEP Division), Dubai, UAE.**

(Store Keeper cum Stores Data Entry Operator) 9thAugust 2007 to till date

Currently working as "Storekeeper" with Nakheel Properties handling Al Badra Project from May 2012 till date

Job Responsibilities:-

 Store Management & Inventory Control (with modern techniques in computer environment)

* Responsible for the handling of Stores Management
* Maintaining Properly Documentation (MR/LPO/Receipt/SRV/SIV/Transfers)
* Receipt of material against LPO & approval for the payment to the supplier.
* Proper Storage, Codification, Preservation, Packing, Issues & Good house keeping
* Monthly stock submission to accounts department
* Maintaining the Tools Record ( Calibration & Tools Service )
* Responsible for the physical verification of tools & materials, and reconciling them with book figure
* Follow up for the LPO delivery with the supplier, Maintenance & calibration of the tools & materials.
* Servicing the tools and always keeping in a good condition
* Maintaining smooth relation with suppliers
* Computerization of material management in Horizon inventory system of Material Management.

Worked as “Stores Data Entry Operator” from September 2009 to April 2012

Job Responsibilities:-

* Receiving the Delivery Note by Site Store-keepers.
* Verifying the Delivery Note with LPO (Local Purchase Order) material and the quantity.
* Making Site Receipt Vouchers or (GRN) with the help of Delivery Note and LPO by Material Management Inventory Program as per delivered material.
* Making a summary Sheet for the Site Receipt Vouchers.
* Submitting the summary sheet with Site Receipt Vouchers to the Proj. Accountant for verification and same to be send to Project Manager &Sr.Project for Signature.
* After Sr.Project Manager Signature removing the site receipt vouchers, site copy for site store keeper and original copy for office record.
* Coordinating with the Site Engineers & Supplier for materials problems
* Coordinating with the Accounts Dept for Invoices clearing.

## Worked as “Store-keeper”from August 2007 to August 2009

## Project Handled:

## Jumeriah Lake Towers/ Jumeriah Beach Residence/ Masdar Project (Abu-Dhabi)

Job Responsibilities:-

Store Management & Inventory Control (with modern techniques in computer environment)

* Responsible for the handling of Stores Management
* Maintaining Properly Documentation (MR/LPO/Receipt/SRV/SIV/Transfers)
* Receipt of material against LPO & approval for the payment to the supplier.
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Achievements:-

* Maintaining 100% service level
* Always could maintain 0% variation of final Audits
* Timely dispose of all waste materials
* Reducing Non-moving material by 10% every year by discussing with the user Department.
* Good presentable and costing access able way of handling the Store.

**Work Experience in India:**

**Leela Scottish Lace Pvt. Ltd,**from August 2001 to 2007 June

Worked as a “Production Executive” from August 2001 to September 2005

Worked in a Warehouse as a “Storekeeper” from 2005 October to 2007 30th June

Job Responsibilities:-

* Receiving of Imports, CT3 and Indigenous local materials
* To prepare Delivery Challan (DC), Goods Inward Note (GIN) through ERP (On-Line System)
* Maintain the Inward and Outward Ledger, issue the accessories to concern units or job worker and updating the same to the ledger and maintain its challan
* To maintain the swatch cards the same to be send to Merchandiser for approval purpose, maintain the Bin cards, Prepare Form # 515 and transport documentation.

**Absolute Networks Pvt. Ltd, India**

Worked as “Customer support Engineer” from 1998 August to 2001 June.

**Personal Information:**

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| Linguistic Abilities: | English, Hindi, and Malayalam |
| Strengths: | Optimistic, hardworking, and adaptive |
| Extra Activities: | Cricket, Reading, Music, etc |
| Nationality:  | Indian |
| Birth Date:  | 16/12/1963 |
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| Gender: | Male |
| Marital Status: | Married |
| Visa Status: | Employment Visa |
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**I hereby declare that the details furnished above are correct and true to the best of my knowledge.**