Resume for Store Keeper 

* CURRICULUM – VITAE

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* POST APPLIED FOR STORE KEEPER
Career Objective:-

• to reach the highest level of the career by continuously upgrading skill seta require and growing with the company. Adapt quickly to any work with the basic philosophy of team work.

Work Experience:-
* • Worked in AFFAN INNOVATIVE STRUCTURES L.L.C, as an STORE KEEPER DUBAI UAE from 7th Dec 2008 to Till.

Nature of Job:-

¬ To search out the material according to stock no. and cleaning.
¬ To keep the material on the racks, pallets and Almira as per location wise.
¬ To issue receive the materials.
¬ Inspection by the department head, data entry of requisition.
¬ Personal verification of articles, placing of orders, prepare stock position notes, inspection of delivered material by the supplier and the maintenance of different requisites of indent and receipt materials, and data entry error correction in the central store computer room etc.
¬ To manage staff under my control and attend the daily meetings.
¬ The function of store is to store the access components to protect bin from damage and dust
¬ to maintain the material stock position according to the requirement of production.
¬ To supply the components at proper place and proper time.
¬ To receive the components and keep it current and correct stock position according to validity.
¬ To keep the material supply and use the proper and paper to protect from damage of the threat.
Educational Details:-

• Intermediate of METPALLY from MPC, in the year 2006.

• Matriculation from ITI ELECTRICIAN NIZAMABAD.in the year 2007

Computer Skill

• Diploma in Computer application from MALLAPUR,
• PGDCA, MS Office, (Word, Excel,)

Personal Details:-

• Name : RAJASHEKAR
• Date of Birth : 12th March, 1987
• Sex : Male
• Religion : HINDU
• Nationality : Indian
• Marital Status : UN Married
• Languages Known : English, Hindi & Telugu,Tamil,Malayalam.

Declaration

I hereby declare that the information I have given is true and correct to the best of my knowledge and belief. Hope you will consider my C.V. Favourably and give me positive response.

Thanking you,
Your’s Faithfully

RAJASHEKAR

Date:-

Place:-