**curriculum vitae**

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| **Name:** Murugan  [Murugan.241501@2freemail.com](mailto:Murugan.241501@2freemail.com)    **Experience:** 11 Years in U.A.E (Store & Warehouse In charge) |  |

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CAREER OBJECTIVE:

Seeking a challenging position to commensurate with my field of expertise which can be used as an opportunity for learning and growth in the respective organization, where my knowledge and experience will enhance the productivity and effectiveness of the organization.

Work Experience:

1. **MUEPRO MIDDLE EAST FZE, Jebel Ali Free Zone, Dubai, U.A.E**

**Warehouse Assistant & Warehouse in Charge (December 2007- March 2015)**

Responsibilities

* Managing all processes and functions within a busy warehouse
* Managing inventory accuracy through monitoring of daily warehouse activities
* Knowledge on **SAP** system, (Stock checking, Prize checking )
* Coordination of racking and storing
* Maintaining high standards of materials handling
* Ensuring stock levels are managed and controlled effectively
* Producing regular reports and statistics on a daily, weekly and monthly basis
* Making sure that all freight receipts and deliveries are carried out in time
* Updating & maintaining computerized & paper based administrative records
* Working with team leaders to review procedures & maximize customer satisfaction
* Responsible for planning out all warehouse resources & activities in relation to companies objectives & targets
* Following the **FIFO & LIFO** procedures as per the warehouse guidelines
* Keeping track of stock using computer systems, allocating space for storing goods & organizing special requirements for stock
* Taking the responsibility of the stock and security of the warehouse
* Maintaining and issuing inventory report, entry and exit status report, dead stock report, goods age report, consumption report, and manpower status report to the Warehouse manager
* Organizing the loading and unloading of trucks and trailers
* Ensuring compliance with all Health and Safety regulations
* Supervise the delivery of materials and supplies to all district facilities upon schedule and /or request. Make emergency deliveries if needed
* Prepare the delivery documents such as the bill of lading, shipping invoice and delivery note

1. **GLOBAL FASTENERS LTD & DUBAI WIRE FZE, Jebel Ali Free Zone,Dubai, U.A.E**

**Store In charge (November 2003- July 2007)**

Responsibilities

* Make clear notes on the receipt of the items against each invoice
* Preparing the Goods Receipt Note (**GRN**) and Goods Issue Note(**GIN**)
* Knowledge in Lubricants, Oil, Acids and Chemical
* Knowledge in Purchasing department (Chemicals , Lubricants &Hardware)
* Knowledge to Chemicals ,Engineering Tools, Hardware and Electrical Items
* Material **QC** Checking & experience in computerized **Barcode** System
* Handling and Maintaining the Store Materials
* Knowledge in **ERP** system, Computer Data entry and production entry
* Maintain stock and consumption records
* Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents
* Compiles report of expenditure, and monthly stock report
* Receive, distribute and maintain adequate quantities of stocks at all times
* Inform the purchase department well in advance about the items that reach the re- order level to order from supplies
* Review physical inventories periodically

Educational Qualification:

1. Bachelors of Arts
2. Diploma in AutoCAD

Computer Skills:

1. Microsoft Excel, Word
2. Microsoft Outlook
3. ERP and SAP
4. OS: Windows XP, 7,8

Personal Profile:

Name Murugan

Fathers Name Selvaraj

Date of Birth 07/02/1980

Marital status Married

Languages Known English, Tamil, Hindi & Malayalam

Nationality Indian

Visa Type Visit Visa (Expire on 13th October 2015)

Strength Result oriented, Team Work, Quick Adaptable,

Short deadline perfection work.

**Forklift License:-**

U.A.E valid Forklift license

I, **Murugan Selvaraj** hereby confirm that the information given above is true to the best of my knowledge and belief.

Place: Dubai Signature

Date:23.08.2015

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