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| Objective | Obtaining a highly challenging position, where my experience professionalism & accomplishments can contribute to the enormous success of your esteemed organization as well as to avail an opportunity for self-development and advancement. |
| Work Experience |  8 Years of work experience as STORE KEEPER with M/S ALICO (Aluminum Light Industries Co. (ALICO) Ltd.) |

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| **Academic Qualification** | * M.A.Sociology Completed From Calicut University, Kerala, India
* BSc Botany From Calicut University, Kerala, India
 |
| **Technical Qualification** | * PGDCA (Post Graduate Diploma In Computer Application)
* DTP (Desk Top Publishing)
 |
| **Computer Application** | MS DOS, MS Windows, MS Word, MS Excel, MS Access, MS Power Point, MS Out Look Express, Visual Basic, C, C++, Page Maker, Corel Draw, Tally 5.0. |

### WORK EXPERIENCE IN UAE

**ALICO ALUMINIUM-SHARJH(SINCE NOVEMBER 2005)**

**Company Profile** - ALICO-One of the largest curtain walling companies in the Middle East, which has deserved reputation throughout the region for producing premium quality Aluminum glazed curtain walling.

### DESIGNATION : LOGISTIC CO-ORDINATOR

Working as Logistic coordinator for UAE based Alico Projects from November 2005 - Till Date

**Job Responsibilities (not limited to)**

* Responsible for managing all requests for materials and transportation from project site.
* Coordination with Material Dept. for arranging substitute items for the requested non stock item.
* Coordination with store Dept. for the proper storage of received materials and arranging materials to site.
* Following up with various suppliers for materials availability and delivery.
* Well versed under product coding environment.
* Management of site transportation and delivery of material to site on priority basis.
* Preparing and maintaining Daily Materials Delivery Schedule for Site.
* Coordination with factory supervisors for the timely handover of materials.

DESIGNATION : DATA ENTRY CLERK—STORES

* Preparing Good Receipt Vouchers, Direct Issue Vouchers, Store Issue Vouchers & Material Returned Note in Oracle Based Software ORION.
* Verifying the Indents Received at stores
* Checking Avaialability of materials and responding to store supervisor.
* Making Indent for Consumable & Tools.
* Following up Purchase Order with Purchase Dept.
* On daily basis Preparing Summary on scrap based on weighed Quantity of scrap.
* Preparing Weekly report on Pending Indents
* Preparing Weekly Time sheet of hourly basis workers.
* Random checking of BIN Card

Personal Query

 Nationality : Indian

 Date of Birth : 15th May 1977

 Marital Status : Married.

 Visa Status : Employment Visa

**PERSONEL TRAITS**

* Quick to grasp Information.
* Can easily adapt to changes.
* A very dedicated worker.
* Honesty & Obedience.



**Gulfjobseeker.com CV No:** **1463412**