**First Name of Application CV No 1623468**

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**LOOKING FOR WAREHOUSE ASSISTANT OR STORE KEEPER**

**PERSONAL SUMMARY**

To work a competitive and challenging work environment to contribute the best of my ability towards the growth and prospective of a progress company.

**PERSONAL TRAITS**

• Analytical, Interpersonal and Communication skills.

• Highly disciplined, hardworking and well organized.

• Excellent problem solving skills.

**EDUCATIONAL QUALIFICATION**

* B.B.A(Bachelor of Business Administration)
* Foreign Accounting,Tally an DCFM( Diploma in computer financial management)

**EXPERIENCE (worked as a ware house in-charge)**

**MAHALEKSHMI TRADING CO (Leading distributor of FMCG products) (ITC products)**

**WORKED AS WARE HOUSE IN-CHARGE**

* Preparation of G.R.N on local purchases.
* Timely loading of product’s on vehicles
* Checking, receiving and scanning incoming goods from principal and other suppliers.
* Preparation of delivery orders and invoicing for dealers, retail and whole sale customers and outlets.
* Checking, dispatching and scheduling goods for dealers, showrooms, outlets and Customer deliveries.
* Coordinate with sales team
* Make sure the delivery is prompt
* Well versed with Ware house Management systems and distribution system tracking.
* Keeping track on scanning reports and professional demo units.
* Before sending the delivery to customer make sure the customer is reliable
* Coordinate the transportation for staffs and other deliveries
* Timely loading of products on vehicles - checks and monitoring l Managing shifts
* Petty cash handling
* Making over time for helpers and drivers.
* Monitoring customer accounts for nonpayment and delayed PAYMENT
* make sure everything is prompt
* General office duties,ansering the phones, filing and distributing the post
* Handling incoming cash and posting it into the relevant bank account
* Reconciling payments with bills
* Checking purchase invoice to delivery note
* Accurately processing supplier invoice and credit notes
* Good key board skills and able to quick input and manipulate financial data
* Ensuring all invoices are validated against relevant purchase order
* stock entry

**DIPLOMA IN COMPUTER APPLICATIONS**

* MS Dos, MS word, MS excel, Power point, Visual basic, Informix and Lotus note.

**SKILLS:**

* Great Team player and an excellent manager of time.
* Excellent computer knowledge.
* Very good knowledge of customer handling and service

**LINGUISTIC CAPABILITIES:**

Good knowledge of English, Hindi, Malayalam & Tamil.

**INTREST AND HOBBIES**

* Traveling, Music and surfing.

**PERSONAL INFORMATION**

* DATE OF BIRTH :01-08-1990
* NATIONALITY : INDIAN.
* MARATIAL STATUS : SINGLE.