**RANJIT**

# CURRICULAM VITAE

**OBJECTIVE**

Seeking a position that will allow me to utilize my experience, education and proven ability in support of company goals & objectives & build a challenging career that provides me with responsibilities and high achievement.

**SKILLS**

# Highly effective supervisory skills and techniques

# MS Office working knowledge

# Ability to input, retrieve and analyze data

# Hands-on commitment to getting the job done

# Excellent communication and interpersonal skills

# Proven ability to direct and coordinate operations

# Strong organizational and time management skills

**PROFESSIONAL EXPERIENCE**

August 2014 – till date: Working as Warehouse In-Charge

Digital Sterling Electronics Trading L.L.C

August 2012 – June 2014: Worked as Warehouse In-Charge

JAFZA Convection center & Hotel, Complex

February 2012 – July 2012: Worked as Warehouse In-Charge

Khalifa Port Industrial Zone

August 2008 – February 2012: Worked as Warehouse In-Charge

Saadiyat Link Project

February 2007 – August 2008: Worked as Warehouse In-Charge

Palm Spring Project New Delhi (INDIA)

**JOB RESPONSIBILITIES**

* Achieved high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
* Measured and reported the effectiveness of warehousing activities and employees performance
* Organized and maintained inventory and storage area
* Ensured shipments’ and inventory transactions’ accuracy
* Determined staffing levels and assigned workload
* Interfaced with customers to answer questions or solve problems
* Maintained items record, document necessary information and utilized reports to project warehouse status
* Identified areas of improvement to established innovative or adjust existing work procedures and practices
* Coordinated activities with other departments

# QUALIFICATION & CERTIFICATION:

* High School from Rajasthan Board, Ajmer
* Advance Diploma in Computer Applications.

**PERSONAL INFORMATION:**

**Age : 28 Yrs**

**Languages Known : English & Hindi**

**Nationality : Indian**

**Marital Status : Married**

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