**CURRICULAM VITAE**

**Qualification Profile:**

2 years of experience in Store keeping, warehouse organization, Goods receivables and order dispatching.

**Work History:**

November 2013 - January 2016 - **Store Keeper/Warehouse In-charge**

**Munnar, Kerala**- **INDIA.**

**Role and Responsibility:**

**RECEIVING**

1. Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders.

2. Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.

3. Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor.

4. Inspects incoming materials for damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.

5. Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase.

6. All the items are checked both Quality and Quantity.

**MATERIAL ISSUES:**

1. Issues articles upon requisition.

2. Issue Ledger management based on FIFO Method.

**MATERIAL ORDERING:**

1. Writes up purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for special jobs.

2. Co-ordinates with the Departments regarding materials for planned jobs. Works with Accounting Section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.

3. Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.

**MATERIAL CONTROL:**

1. Performs the clerical checking of new stores as they are being received.

2. Performs clerical duties associated with storekeeping function.

3. Prepares form records and obtains necessary signatures for stock issued.

4. Labels items for storage as required; assists in filing receiving reports and requisitions.

5. Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.

6. Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed.

**Educational Qualification:**

B.sc., Mathematics - Bharathidasan University, Trichy, INDIA.

**Professional Qualification:**

ADVANCE CERTIFICATE IN PC APPLICATIONS. (NIIT)- INDIA.

DIPLOMA IN COMPUTER HARDWARE AND NETWORKING (C INFOSOFT)- INDIA.

**Computer Skills:**

MS Word, MS Access, MS Excel, Inventory Control, E Mail Applications

**Personal Profile:**

Date of Birth: 31-July-1979

Marital Status: Married.

Language Known: English, Hindi, Malayalam and Tamil.

Nationality: Indian.

**First Name of Application CV No:** **1703034**

Whatsapp Mobile: +971504753686

