**CURRICULUM VITAE**

SURESH

E-mail: suresh.295175@2freemail.com

 **FORKLIFT OPERATOR**

***Objective***

 Looking for the greatest opportunity to work as Forklift Operator

 for a reputed company.

**PERSONAL INFORMATIONS**

Name : Suresh

Date of birth : 19-01-1973

Sex : Male

Civic Status : Married

Nationality : Indian

Religion : Hindu

Languages Known : English,Hindi,Malayalam

Interest & Activities : Sports, Music, Gardening

**PASSPORT DETAILS**

Date of Issue : 25-01-2016

Date of Expiry : 24-01-2026

Place of Issue : Addis Ababa ( Indian Embassy )

**PERMANENT ADDRESS**

Suresh

Chempanplavil-House

 East Othera p.o

 Thiruvalla, Kerala, Post code 689546

 India

**EDUCATIONAL QUALIFICATION:**

High School Graduation.[SSLC Secondary School Leaving Certificate 1990]

Basic computer knowledge Microsoft Office.

**CERTIFICATE OF TRAINING**

OSHA CERTIFICAT 10 HourTraining (Occupational Safety and Health Administration)

Certificate of Training usage of various Fire extinguisher

**OPERATING EQUIPMENT**

 Forklift,Bob Cat (Skid Steer),Loader

 Experience for using Forklift Attachments & Meterial Handling

**LICENSE DETAIL**

Having avalued Indian Driving Licence: 30/2385/2009

Having a DynCorp International Forklift driving license.

**PRESENT WORKING**

Forklift Operator in *BL HARBERT INTERNATIONAL LLC*, Camp Lemonnier Djibouti from 21Sep 2014 to till the date.

**PREVIOUS EXPERIENCE SUMMARY:**

 Forklift Operator / Warehouseman - Nine year experience from *SCIENTIFICE & MEDICAL EQUIP HOUSE*, limited Liability Company, Riyadh, Saudi Arabia. (15-09-1999 to 25-05-2009)

Warehouseman– Nearest three year experience from LOGCAP IV Afghanistan in *DYNCORP INTERNATIONAL LLC* from 02 July 2011 to 24 Mar 2014.

 **DUTIES AND RESPONSIBILITIES**

**FORKLIFT OPERATOR**

* Operations of forklifts up to 10K, Offloading and Trans loading containers using forklift . perform other Duties as directed by the supervisor
* Loading and unloading materials whit forklift.
* Movement and proper storage of goods inside warehouse.
* Loading goods on to the forklift in a systematic procedure.
* Following proper handling procedure of the goods.
* Performing regular inspection of the forklift to ensure its safety and performing the operations.
* Assisting in making pallets of goods and materials to put on trucks for transportation.
* Maintaining and working in accord with the Safety norms.
* Verifying the loaded material with the order form given.
* Coordinating work with the warehouse staff and efficiently carrying out the orders of the supervisor.
* Operating sensitive equipment whit highest care and precision.
* Ensuring optimal warehouse utilization whit highest efficiency and quality .
* Receiving and distributing warehouse materials.
* Performs before/after Preventive Maintenance Checks and Service for equipment assigned.
* Reporting to Supervisor my daily duties.
* To keep work sheet on daily basis and produce it to the foreman of the company. Pretrip inspection is meant for the confirmation of the overall condition of the vehicle before starts with the ride. It includes Oil levels such as Engine, Transmission and Power Steering must be inspected.
* Water levels for the battery, radiator and wiper system need to be checked.
* Fire extinguisher’s condition need to be verified in time. First Aid Kit must always be kept with proper and brand new medicines.

**WAREHOUSEMAN**

* Receives and inspects all incoming materials and reconciles with purchase orders.
* Maintained 100% location and inventory accuracies on a daily basis conduct inventory and location Survey as required
* Conduct daily inspection of storage areas for leaking/damaged items due to exposure to exteme weather condition .
* Processes and distributes documentation with purchase orders; reports,
* Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
* Performed day to day activities as per supervisor’s instruction or work schedules.
* Delivers and sets up materials for various campus events as requested.
* Receives and counts stock items, and records data manually or using computer.
* Make intra- and inter-campus deliveries of requested surplus office materials and merchandise; maintains records of all deliveries
* Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to the main distributors.
* Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.
* Documents and tracks damages and discrepancies on orders received.
* Conduct location survey and inventories as required.
* Perform the duties of forklift operator when required.
* Reporting to Supervisor my daily duties.
* Performs before/after Preventive Maintenance Checks and Service for equipment assigned

**DECLARAION**

I, Suresh C.V, here by declare that the above information and details are true to best knowledge.