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| **Mr. Imthiyas**  [**Imthiyas.332137@2freemail.com**](mailto:Imthiyas.332137@2freemail.com) |

**Profile Summary:**

To be associated with a progressive organization that gives me the scope to apply my knowledge and skills to involve as a part of team that will work dynamically towards the growth of the organization.

**Organizational Experiences:**

**Store keeper (Warehouse)** (Since December, 2012 to August 2016

* Ordered, received and checked all medical supplies and equipments properly.
* Prepared and maintained computerized records of medical store supplies in

an accurate manner.

* Update departmental standard operating procedures and database to accurately

reflect the current practices.

* Supervised and assisted with loading and transportation of all requested medical

supplies.

* Arranged, stored and maintained the inventory level of all medical supplies.
* Collected and returned all cancelled and damaged items back to vendors.
* Handled and answered inventory order and availability related questions efficiently.
* Successfully established effective systems for retention by creating for daily

Correspondence tracking.

* Hands on experience in receiving, stocking and delivering medical supplies.
* Profound knowledge of warehousing activities, store operations and inventory

management practices.

* Ability to interact and work with all staff members and medical personnel

in a helpful manner.

**Store Incharge**(November 2010 to August 2012)

**SAFA MARKETING PVT.LTD (Cloth Materials) Pondicherry, INDIA**

* Handled the tasks of promoting products and services of the organizations.
* Examined products and materials to estimate quantities and weight and type of container required for storage and transport.
* Prepared and directed preparation of correspondence, reports, and operations, maintenance, and safety manuals
* Interviewed, selected, and trained warehouse and supervisory personnel
* Maintains inventory by checking merchandise to determine inventory levels,

Anticipating customer demand.

* Prepares the report by collecting analyzing and summarizing information.
* Developed and implemented plans for facility modification and expansion, such as equipment purchase and changes in space allocation and structural design.
* Planned, developed, and implemented warehouse safety and security programs and activities.

**Projects:**

Performance Appraisal at the “GSM VEHICLE SECURITY FOR MOTOR VEHICLE

THEFT DETECTION SYSTEM”

**Academic Details:**

B.Sc., (Bachelor of Science (Electronics) with first class 2007-2010

Pondicherry University, Pondicherry. Karaikal, INDIA

**Technical Qualification:**

Basic skills in hardware and networking and forklift driving.

Typewriting- English “Senior grade” with first class from department of technical education

Tamilnadu, India held in March 2007.

**Skills in computer:**

Windows Xp, 7 & 8.

Ms-Office.

Microsoft Dynamics Nav 5.0 & SAP Net weaver patch-7

**Declaration:**

All the above mentioned information is true to the best of my knowledge and belief.