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| C:\Documents and Settings\Owner\Desktop\16.JPG  SANTHOSH  GALAXY GENERAL CONTRACTING COMOANY    Email : [SANTHOSH.337596@2freemail.com](mailto:SANTHOSH.337596@2freemail.com)  Personal Data  Date of Birth: 15-05-1983  Nationality: Indian  Marital Status: Married  Language Ability  Speak, Read & Write :  English, Hindi & Malayalam,  Passport Details  Place of Issue : Abu Dhabi  Date of Issue : 25-11-2014  Date of Expiry : 24-11-2024 | **Resume**  Application for the Post-Store Keeper  **PROFESSIONAL SUMMARY**  Experience - I Have 9 years Experiences in store keeping    Objective:  Seeking a career opportunity with a progressive growth oriented company to explore new circumstances and where I can utilize my knowledge and skills to the maximum for the mutual benefit of the organization and myself.  *STRENGTH*   * Highly energetic, self-motivated and confident. * Enthusiastic, willing to take up challenge and a good leadership quality. * Able to undertake and solve high risk factors   Educational Detail   * Secondary School Leaving Certificate Passed * Vocational Higher Secondary Education (Electronics) * Occupational Safety And Health Administration-   (OSHA)   * Industrial Safety Certificate   Computer knowledge    Office automation  Horizon v2(store inventory)  **DRIVING DETAIL**   * Issue date : 05/04/2011   Date of Expiry : 05/04/2021 |

Duties & Responsibilities:

* Material Storage and Handling.
* Inspecting the item and sign the Delivery Note.
* Verifies the items against the Site Material Requisition and available item are issued from store and marked up accordingly on the Site Material Requisition.
* Items that whichever not available or reached the re orders level, established, initiates Material Requisition.
* Issues of material are recorded in the stock register maintained in the Excel Worksheets or Bin cards or manual register for inventory records at site.
* All stock records as Material Requisitions, Purchase Orders, Delivery Notes, Site Material Requisition, etc, are field and retained appropriately of easy traceability.
* The product or installation shall be preserved during installation until hand over to ensure they are not damaged, properly identified and protected appropriately.

Work Experience

* Galaxy Advanced General Contracting Com Abu Dhabi – March 2015 Onwards
* Designation: : Store Keeper

Project : M Tower Project Abu Dhabi

Job Profile : Supervising and Stock Updating

* THERMO LLC, Dubai – July 2012 to 2015 March
* Designation: : Store Keeper

Project : Central Market Redevelopment Project (WTC) –Abu Dhabi

Job Profile : Supervising and Stock Updating

* THERMO LLC, Dubai – May 2011 to June 2012
* Designation: : Assistant Store Keeper

Project : Motor City (Dubai)

Job Profile : Supervising and Stock Updating

* THERMO LLC, Dubai – March 2009 to May 2010
* Designation: : Assistant Store Keeper

Project : Dubai Metro

Job Profile : Material issuing and Stock list updating

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge. I am also confident of my ability to work in a team.