|  |  |
| --- | --- |
|  C:\Documents and Settings\Owner\Desktop\16.JPG SANTHOSH GALAXY GENERAL CONTRACTING COMOANY Email : SANTHOSH.337596@2freemail.com Personal DataDate of Birth: 15-05-1983Nationality: IndianMarital Status: MarriedLanguage AbilitySpeak, Read & Write :English, Hindi & Malayalam, Passport DetailsPlace of Issue : Abu DhabiDate of Issue : 25-11-2014Date 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.