**RESUME**

|  |
| --- |
|  |

**GOPA**

C/o-Ph No: +971503718643

Email: [gopa.340775@2freemail.com](mailto:gopa.340775@2freemail.com)

**OBJECTIVE**

* To enhance my career and skills up to the maximum level to achieve organization goals and accomplishments.
* To attain a challenging position, utilizing abilities developed through my education and experience and to have professional growth based on performance.

**PROFILE**

* 6 Years of Experience as Stock and Dispatch Executive in Malaysia.
* Have very good experience in all store and dispatch activities.
* Certification in International Trade and Logistic Professional.
* Have very good experience in Warehouse and Supply chain management.
* A team player with high energy level, analytical mind, hardworking and able to manage with any kind of professional environments.
* Quick learner with excellent interpersonal skills.
* Excellent knowledge and experience in computer applications.

**PROFESSIONAL EXPERIENCE**

**AL KARAMA DRUG STORE – ABU DHABI (UAE)**

From: 03/06/2015 to Till

Job Title: STORE KEEPER

Job details:

* Checking inventory,
* Handling purchases and returns,
* Keeping records.
* Daily and monthly stock audit and verification

**IAC ELECTRICALS (M) SDN.BHD, MALAYSIA**

From: 17/09/2007 to 12/09/2013

Job Title: STOCK AND DISPATCH EXECUTIVE

Job details:

* Daily and monthly stock audit and verification
* Ensure timely order processing/dispatches
* Documentation
* Responsible for all the activities in the department

**YEHOVA NESSI EARTH MOVERS**

From: JANUARY 2004 to JULY 2007

Job Title: EXCAVATOR LOADER OPERATOR.

**BLUEYES AD GROUP**

From: JULY 2001 to AUGUST 2003

Job Title: COMPUTER OPERATOR

Job Details: Data entry

**ACADEMIC QUALIFICATIONS**

* **SSLC**- Passed in the year of 1995 from St. Paul’s High School, Nariyapuram, Kerala
* **Pre-Degree** in Math’s & Science in the year of 1997 from NSS Collage, Pandalam, Kerala.
* **Certification in International Trade and Logistic Professional(Affiliated to International Purchasing and Supply chain Management Institution) from Blue Ocean Academy,Dubai in the year 2014**

**SKILLED QUALIFICATIONS:**

* **Participated and completed** the understanding ISO 9001:2008 Quality Management System-Requirements on March 2012 in Malaysia
* Participated and completed the Internal Auditor Training of ISO 9001:2008 on March 2012 in Malaysia.
* Completed the course on Understanding and Implementing ISO 9001:2008 Standard on February 2010 in Malaysia
* **Completed the Forklift Safe Driving Techniques on 24 April 2009 in Malaysia.**

**COMPUTER SKILLS**

* **Diploma in computer application** from Digits Computer Education in the year of 2001.
* **One year Certificate Course in Computer** Hardware and Network Engineering from Blueyes Multimedia Training Center, Ernakulum, Kerala in the year of 2003.
* **Focus Accounting Software – (Inventory part)**

**OTHER SKILLS:**

* Excavator Loader Driving License PTA/567/98
* Valid UAE Driving License (Issued in Abu Dhabi).

**PERSONAL MEMORANDA**

**Date of Birth :** 29-08-1979

**Sex :** Male

**Marital Status :** Married

**Nationality :** Indian

**Languages known** ` **:** English, Hindi, Malayalam, and Tamil.

**PASSPORT DETAILS**

Date of Issue : 24-09-2013

Date of Expiry : 23-09-2023

Place of Issue : Trivandrum

Visa Status : Employment

Notice period : One month

**DECLARATION**

I hereby declare that the information specified above is true to my knowledge and belief.