**RESUME**

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**SWISS WATCH GROUP**

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**APPLY FOR: WAREHOUSE / STORE ASSISTANT**

**PROFESSIONAL OBJECTIVE:-**

**A careers that continuously enhance my skills and competencies for improvement and development not only technically but a person as a whole, and currently looking to combines skills and expertise within a position that welcomes motivation while simultaneously offering a supportive environment.**

**ORGANIZATION:-**

**NFPC (2006 TO 2009) work as a outdoor salesman, MH ALSHAYA-Logix (2009 TO 2012) work as a salesman, CHALOUB GROUP (2012 TO 2013) work as outdoor sales SWISS WATCH GROUP (2013 TO TILL PRESENT) work as warehouse man handling :T IMBERLAND/SWISS MILITARY/POLICE WATCHS.**

**DUTIES/RESPONSIBILITIES:-**

* **Checking goods prior to sale to ensure they are in working order and fit for sale.**
* **Receiving, moving, checking and storing incoming goods.**
* **Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.**
* **Packaging and labeling product’s before they are dispatched.**
* **Helping to ship out over 500 lines every day.**
* **Picking and packing products.**
* **Selecting space for storage and arranging for good to be placed in the designated areas.**
* **Making sure that all inventory processes are completed on the same day.**
* **Loading and unloading lorries, vans and other vehicles.**
* **Maintaining and servicing warehouse tool, machinery and trucks.**
* **Labeling goods that have been arrived at the warehouse.**
* **Welcoming and helping clients who visit the branch.**
* **Contacting transport companies and co-coordinating dispatch and delivery with them.**
* **Preparing deliveries for the van drivers.**
* **Moving and organizing stock.**
* **Supervising the work of junior staff.**
* **Ensuring a clean and safe workhouse for staff to work in.**
* **Storing stock away safely.**
* **Removing hazardous products from the warehouse.**
* **Occasionally selling good over the trade counter.**
* **Signing off and replenishing stock.**
* **Monitoring stock levels.**
* **Moving items through the warehouse from receipt to dispatch to customers.**
* **Occasionally delivering stock to shops and retail outlets.**
* **Accurately updating all data into computer and manual recording systems.**
* **Doing engraving all the watches as per customer requested symbol national and international customers mostly outgoing shipments.**

**PROFESSIONAL SKILLS:-**

* **Knowledge of supply chain management and related fields.**
* **Have excellent numeracy, literacy and organizational skills.**
* **Delivering excellent customer service to clients who visit the warehouse.**
* **Physically fit and able to lift and move heavy packages and objects.**
* **Ability to follow processes and procedure accurately.**
* **Can use a RF gun.**
* **Experience of excel and other specialist stock tracking software.**
* **Strong problem solving skills.**
* **A comprehensive understanding of safety procedures.**
* **Minimizing stock loss.**
* **Meeting tight deadlines.**
* **A good team player.**
* **Willing to work overtime at short notice.**
* **Able to work shifts.**
* **Have a meticulous and efficient work ethic.**
* **Attention to detail.**

**ACADEMIC QUALIFICATIONS:-**

* **Passed School Leaving Certificate Examination from Shree Himanchal high school Nagi Myagdi School in 2005 A.D.**
* **I.Com passed from Mahendra Multiple Campus, Parbat, Nepal in the year 2007A.**

**PERSPNAL DETAIL:-**

**Place of issue : Parbat, Nepal**

**Nationality : Nepali**

**Sex : Male**

**Marital status : Single**

**Visa status : Employment**

**Language Known : English, Hindi, Arabic, Nepali.**

**DECLARATION:-**

**I hereby declare that the above-mentioned information‘s are correct to the best of my knowledge.**