Candidate CV No : 359168

**[SURESH.359168@2freemail.com](mailto:SURESH.359168@2freemail.com)**    
  
**SURESH**   
  
  
**POST APPLIED FOR STORE KEEPER**  
  
  
**Work Experience**  
  
• Worked in **BIG BAZAAR**( Future Retail India ltd), as anAsst. Logistics Person Belgaum from January 2010 to October 2014.   
  
• Worked in **MANIKBAG AUTOMOBILES TATA MOTORS** in Udyambagh Belgaum as a STORE KEEPER, from Jan. 7th 2015 to Feb 2016.

•Working in **Al fursan** client for NIMR Automotive llc. Abu Dhabi as a Storekeeper in Receiving and Inventory Dept till date.

•**Job Responsibilities in NIMR Automotive llc.**

•To receive the goods/materials as per PO (to check the quantities and condition of received goods)

•Match the material with Packing list,PO, Delivery note and Invoice bill.

Forward the documents to the finance dept.

•Make the GRN and enter into Microsoft GP.

•Send the received goods for Binning or existing location.

•And data entry of received documents

**Nature of Job**

* To Check the LR no. of goods.
* To check the STN.
* Check the picklist where as material is damaged or expiry.
* If it is damaged make the outward of that materials from store to vendor.
* To inward the materials in sap t codes (MB01)
* To search out the material according to stock no. and cleaning.
* To keep the material on the racks, pallets as per location wise.
* To issue receive the materials.
* Personal verification of articles, placing of orders, prepare stock position notes.
* The function of store is to store the access components to protect bin from damage and dust.
* To maintain the material stock position according to the requirement of production.
* To supply the components at proper place and proper time.
* To receive the components and keep it current and correct stock position according to validity.
* To keep the material supply and use the proper and paper to protect from damage of the threat.

**Educational Details**  
  
• Bachelor of Commerce from R.C.University, Belgaum in the year 2015.  
  
**Computer Skill**  
• MCCP(Microsoft Certified Computer Professional) of one year program from MediaTech,Belgaum,Karnataka.   
• Ms Office, (Word, Excel, Power Point, Access)

Computer hardware (Assemble the systems, install the operating systems, install all kind of softwares).

* Tally (7.2).
* Declaration,  
    
  I hereby declare that the information I have given is true and correct to the best of my knowledge and belief. Hope you will consider my C.V. favorably and give me positive response.  
    
  Thanking you,  
  Your’s faithfully  
    
  Date :21st of Feb 2017   
    
  Place : Belgaum, Karnataka,India.