**CURRICULUM-VITAE**

**Bhakta**

[**Bhakta.360374@2freemail.com**](mailto:Bhakta.360374@2freemail.com)

***Award winning Stock professional with expert operating, warehousing and stock controlling skills.***

**CURRENT STATUS**

Company; Gulf Warehousing Company Doha, Qatar.

Employed on; 20 Sep 2015 to present

Designation; Storekeeper, Employee no. 12986

Department; CL-PHCC (Primary Health Care Corporation)

Duty assignment; Primary Health Care Corporation (PHCC) since21stSep 2015 to the present.

**SUMMARY OF QUALIFICATIONS**

\* Over 5 years of stock controller experience within the company management.

\* Varied forklift operating and warehousing exposure.

\* Friendly, competent and hardworking employee with commitment to excellence.

\* Continually recognized with promotion of increasing responsibility for outstanding work conduct.

\* Superior communication skills. Work well with diverse multi-lingual staffs at all levels.

\* Demonstrated capabilities to work in international environment and assigned job verity.

\* Computer proficient. Able to travel and relocate.

**PROFESSIONAL RECOGNITION**

“Employee of the month”- year 1998 by Almarai Company, KSA.

“Employee of the month”- year 2000 by Almarai Company, KSA.

**PROFESSIONAL EXPERIENCE**

**Stock controller**

\* Received, stored and issued materials as required by respected depart; maintained records, inventory sheets and input cards on computer system.

\* Conducted stocktaking; liaised with suppliers as and when required.

\* Advice store supervisor and prepare delivery dockets and get passes for materials sent outside from the store.

\* Coordinated with transportation and production for product movement and discrepancies for dispatching.

\* Oversaw and monitored stocks in outside warehouse, dry store and supervised in space utilization for usage.

\* Adhered to ISO 9002-Standard Operating Procedures and record keeping.

\* Ensured safety and hygiene in dry store and outside warehouse; maintained records of the scrap.

**Continue…**

**Warehousing/Lift Operating**

\* Coordinated with other staffs in storage, transportation and production of product and supplies.

\* Understand and maintain compliance with all the specification and regulation of the company management.

\* Effectively handled and operated the forklift and long lift heavy machinery for supply and transportation.

**EMPLOYMENT HISTORY**

\* Store Keeper (CL-Primary Health Care Corp.) Year 2015-Present GWC Logistic, Qatar.

\* Inbound Receiver cum Driver (Home Center Landmark) Year 2007-2009 Landmark Group Qatar.

\* Stock controller (Warehousing depart (Inb/L) Year 2003-2005 Almarai Company KSA.

\* Asst. Stock controller (Warehousing depart Inb/L) Year 2002-2003 Almarai Company KSA.

\* Sr. Warehouseman (Warehousing depart Inb/L) Year 1999-2002 Almarai Company KSA.

\* Forklift Operator (Warehousing depart Inb/L) Year 1996-1999 Almarai Company KSA.

**EDUCATION AND COMPUTER SKILLS**

\* Proficiency Certificate Level -Graduated on 1994, Nepal Commerce Campus, Kathmandu Nepal.

\* School Leaving Certificate -Graduated on 1991, Nepal Yubak HSS, Kathmandu Nepal.

\* Computer Operating system -MS DOS, WINDOWS

\* Computer Application -MS Office, SAP Database system, ERP system

**PROFESSIONAL TRAINING**

\* Warehouse Departmental Training (2007-2009), Home Center, Landmark Group Qatar.

\* Warehouse Departmental Training (1996-2005), Almarai Company, KSA.

\* Forklift driving/operating (Internal license/certificate provided by Almarai Company KSA)

\* Light Vehicle and Motorbike driving (Valid Nepali license holder).

**\* Light Vehicle driving (Valid Qatari license holder).**

**KEY WORDS**

***Logistic coordinator / Stock Controller /Storekeeper***

Date of Birth; 25 Dec 1971

Nationality; Nepalese