**PILLAI**

**Pillai.364346@2freemail.com**

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| **CARRIER OBJECTIVE** |

In pursuit of a responsible position in a competitive, challenging and performance oriented environment. Leading to professional satisfaction through proper utilization of my initiatives and abilities.

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| **PROFILE** |

* Efficient in management skills with extensive experience in organizational activities.
* Highly knowledgeable in inventory, logistic and warehouse management and practices relevant to work.
* Strong analytical and problem solving skill with the ability to take quick decisions.
* Excellent verbal communication skill and Computer proficient.
* Highly trustworthy, discreet and ethical.
* Resourceful in completion of projects, effective in multi-tasking.

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| **FUNCTIONAL AREA** |

* Venturing development, Price negotiations, Quotations analysis, follow up of procurements.
* Timely complete assigned duties and responsibilities.
* Preparation of stock discrepancy reports for Management approvals after that Passing/updating proper of stock adjustments
* MEP store issue, Purchase Request and Co-ordination
* Maintaining Delivery schedules and Time management based company policy.( FIFO policy)
* Updating to subordinate regarding company’s inventory and logistics policy and special precaution for material handling
* ISO audit files preparation and document evaluation and updating time to time
* Monitoring and dealing the waste management of the project as per HSE standard of the organization.
* Properly updating risk management activities related to safety management.
* Updating and motivating to subordinates about vendor’s development and maintaining with same.
* Timely check and instruct about documents of inventory management
* Expertise in **ORACLE** for the all the modules such as, Cash Management, inventory modules.

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| **EXPERIENCE** |

**Store keeper at Saif Bin Darwish (From 07.07.2010 to 28.12.2016)**

<http://www.saifbindarwish.com/>

Saif Bin Darwish (SBD) is the one of the largest construction company in U A E since 1960.SBD have number of division range mainly, Civil Construction, Sole Distributors of Man Trucks in UAE, Real Estate, Crusher & Plants MEP, IT, Wood Factory, Inventory and Logistic Division...etc

**Key Responsibilities:**

* Overall control of warehouse.
* Receive materials, cross check with the bill, entry in store inward register (SIR).
* Storing: binning of the item at designated place. Prepare bin card and location card for new item.
* Issue materials on requirement from factory.(after getting proper request)
* Updating system entries on oracle and conduct perpetual inventory on weekly basis.
* Convey information and briefings to employees to improve their skill and knowledge.
* Properly maintain delivery note and other supplier documents for future reference.
* Retrieving receipt and issue voucher and keeping proper filing.
* Collecting cash purchase invoices and updating to system.
* Issuing updated cash purchase materials to proper job cards.
* Sending or submitting report to higher authority

**Previous experience summary.**

* Worked as a **Storekeeper** with M/s. Ayoki Fibercon Pvt. Ltd., Pune, India, and (a leading **Construction and Fabrication** co.) From 2007 to June, 2010.
* Worked as a **Senior Storekeeper** with M/s. Sofine Decors Pvt Ltd., Alappuzha, Kerala, (reputed Coir, and allied products manufacturers) for 5 years.
* Worked as a **Storekeeper** with ANB Industries Pvt. Ltd., Palakkad, Kerala, India for 3 years.
* Worked as a **Storekeeper** with M/s. Casino Hotel (a 4 star Hotel), Ernakulam, Kerala for 3 years.

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| **EDUCATIONAL QUALIFICATION** |
| **Course** | **University/Board** | **Mains** | **Year** |
| Pre-Degree | M.G University, Kottayam | Accounts, Management | 1989-1990 |
| S.S.L.C | Kerala Higher Secondary Board | Common | 1987-1988 |

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| **LANGUAGE PROFICIENCY** |

Fluent in ENGLISH, HINDI, MALAYALAM, TAMIL

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| **HOBBIES AND INTERESTS** |

SOCIALISING, VOULENTRY WORKS, READING, TRAVELING.

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| **PERSONNEL PROFILE** |

* Born on : 08-April-1972
* Sex : Male
* Nationality : Indian

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| **DECLARATION** |

I hereby declare that all information furnished above is true to the best of my knowledge and belief.