**SHABBIR**

[**SHABBIR.364640@2freemail.com**](mailto:SHABBIR.364640@2freemail.com)

**Post applying for**

Applying for the STORE KEEPER

**CAREER OBJECTIVE**

Seeking a challenging and growth-oriented position within a dynamic company where my work experience and my educational knowledge can be utilized efficiently, and where I can expand my knowledge base and help the firm to achieve its goals in a more efficient manner.

**JOB DESCRIPTION**

* Store and release supplies or equipment
* Compile the records of the supplies.
* Checking the supplies from time to time
* Record the number and the kinds of supplies.
* Disseminate the supply in its designated areas.
* Securing the status of each supply.
* Checking possible damages or scratches.  
  **Skills and Training Requirements:**
* Must have knowledge and experience in storekeeping
* Knowledge in basic bookkeeping
* Must be keen to details.
* Must have strong built to carry supplies.

**Work Environment:**

Storekeepers work in a warehouse or room that is filled with supplies and equipment that they must secure on. Their job is not as tiring as other construction jobs because they only deal with the storing and releasing of supplies.

**Career Advancement:**

Storekeepers can be promoted as Store Managers or Supply Manager in the long run of hard work and commitment

**WORK EXPERIENCE**

* **Currently worked with *JINDAL SAW GULF LLC (Abu Dhabi-UA*E) since 16th Apr 2013 to 30th Dec 2015.**
* Have experience in Receptionist work, keep all visitors records in log book & guest details transfercalls and their needs.

**PREVIOUS WORK EXPERIENCE**

* Started my professional career with as a Sr.Customer care executive in TATA DOCOMO (Tata Business Support service limited care executive in the 2009 to 2011.
* Worked in **Nuclear Power Corporation India limited (kaiga)** Karnataka India as NDT Technician 1 years 2012 In 4 Methods.
  1. Dye penetrating testing.
  2. Ultrasonic testing.
  3. Magnetic particle testing.
  4. Radiography testing.

**ACADEMIC QUALIFICATIONS**

* NON DISTRUCTIVE TESTING (NDT) Diploma from (ISNT) Level II. From NAVI MUMBAI.
* INTERMEDIATE (10+2) (2007) Jharkhand Academic Council Ranchi.
* Matriculation (2005) Jharkhand Academic Council Ranchi.

**KNOWLEDGES & COMPUTER KNOWLEDGE**

* Microsoft Office 2003, 2007.
* Good knowledge of Windows Xp, Windows 7, Windows 8.
* Good typing speed.
* Internet, E-mail, etc.

**SAP work and Weigh Bridge operating receiving and deliver store materials.**

**Having knowledge of First aid as worked in first aid department.**

**PERSONAL INFORMATION**

Issue date :06/07/2009

Validity :05/07/2019

Language Known **:** English, Hindi, Urdu

Sex **:** Male

Marital Status **:** single

Height **:** 5”9inch

**SPORTS ACTIVITIES**

Running/ Swimming

**DECLARATION**

I hereby declare that all the above- furnished details are true and correct to the best of my knowledge & belief.

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