**Stores Executive Resume**

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**ANTONY**

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**Profile Summary:-**

Graduate in Mathematics with 10 years Experienced Stores Executive with a demonstrated history of working in the Manufacturing & Marine Construction industry. Skilled in Negotiation, Manufacturing, procurement, Warehouse Operations. Specialize in observing inventory trends and anticipating needs based on established patterns.

**Core Skill Set:-**

* Extensive experience with all aspects of store management
* Proficient in the use of stock tracking
* Strong understanding of storage and inventory management techniques
* Excellent ability to anticipate needs and Substantial problem solving skills
* Ability to work varying schedules
* Impressive oral and written communications skills
* Team Management, Supply Chain management
* Sound Ability to negotiate favorable terms & Prices.
* Proficiency in the use of Microsoft Software packages
* Effective time management skills
* Procurement and basic accounting skills.
* Skilled in Negotiation, Manufacturing, Warehouse Operations
* Efficient Store personal adept at monitoring supplies and handling all required ordering
* maintaining accurate inventories and ensuring that all goods and materials are properly and safely stored
* Skill in appropriate use of goods and materials in storeroom. Knowledge of store handling method like FIFO & LIFO
* Good in ERP Systems

**Professional Experiences:-**

* Organization : Al Shirawi Group of Companies, Dubai,UAE

Oasis Metal Manufacturing LLC

Al Ghazal Iron Works LLC

Al Shirawi Trading LLC

Duration : Dec 2014 to Present

Designation : Executive Stores

* Organization : Athena Emirates L LC, Abu Dhabi, UAE

Duration : Oct 2011 to Nov 2014

Designation : Stores Coordinator

* Organization : Athena SA, Fujairah, UAE

Duration : Nov 2007 to August 2011

Designation : Store Keeper

**Qualification:-**

* MBA Logistics & Supply Chain Management (Pursuing)

MK University, Madurai, India

* Bachelor of Science in Mathematics (3 years )

MS University, Tirunelveli, India

* Honors diploma in Computer Application ( 1 year)

CSC Computer Education private Ltd, Chennai, India

* Diploma In Fire & Safety Engineering ( 1 year )

Indian Institute of Fire & Safety Engineering, Chennai, India.

* Diploma In Skill Development Course

Joan of Arc Community College, Tirunelveli, India

* Certification Course in IMS Internal Auditor

TUV Rhineland, Dubai

**Computer Skills:**-

* MS office tools ( Microsoft word, Excel, outlook express )
* Focus Accounting package.
* Oracle (JD Enterprises)/ ERP
* Oracle (E-Business Suite)/ ERP

**Responsibilities:**-

* Responsible for the day to day operations of the stores.
* Controlling quarantine material in laising with Quality and Production.
* Implementing and maintain systems in store for continuity of production in routine as well as in urgent/emergency situation
* Implementing and ensuring safety regulations inside store regarding hazardous chemicals, lifting equipments,stacking,fire production systems
* Maintaining and recording and presenting Inventory reports.
* Keeping proper records of delivery notes, invoices and MSDS cross checking to avoid any negligence and discrepancies.
* Conforming ISO 9001: 2008 and OHSAS 18001:2007 for waste disposal
* Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
* Sound knowledgein materials like Raw materials, Spare parts, Construction Materials and MRO(Maintenance,repair,operation items)
* Taking the physical inventory (Cycle count)
* Keep track of the materials ordered, received and pending as per the purchase order
* Liaise with the QA/QC Representatives and co-ordinate for conducting receiving inspection and identification of materials are required.
* Ensuring organization safety policies and rules like safe stacking, segregation, access and material handling.
* Ensure Proper PPEs are issued to the workers and compliance.
* Responsibility of storing ,issuing and monitoring the consumption of diesel in the factory and vehicles

**Personal Profile:-**

* Date of birth : 12th April, 1982
* Marital Status : Married
* Nationality : Indian
* Languages Known : English, Hindi, Tamil and Malayalam
* Visa Status : Employment visa

**Declaration:-**

* I hereby declare that all the statements and information entered above are true to the best of my knowledge and belief.