**CURRICULUM VITAE**

**SANTOSH**

**United Arab Emirates**

Email: santosh.374154@2freemail.com

**objectives**

To broaden my vision in a more open and challenging environment. Grow in my career & secure challenging position with a large, well established organization where my analytical and basic skills are utilized fully to achieve the organizational goals and enhance my potential.

**Work Experiences**

**National Trading & Developing EstABLISHMENT, Dubai, uae**

**The Company:**

Importer, Exporter & Distributor of Pokka items (Vitaene C, Power Gold & Power Up), Power Horse energy drink, Al Rabee/Snapple Juice, Holsten/Moussy non-alcoholic drink, Natural Valley/Junior Chocolate, Cadbury Biscuits/Chocolates & Cakers Cake, Salgado Olive Oil, Tabasco Sauces, Fiji Water, Wonderful Pastachios/Almond, Egg & Hagen Dazs Ice-cream, Rabee Tomato Paste/Rose Water/Lemon Juice, Captain Oats, Davidoff Coffee, Ahmad Tea, Tobacco, Davidoff Cigarettes, Al Fakher, Accessories, Household, etc.

**Warehouse In-Charge (Food & Beverages)**

**From September 2015 – Present**

**Main Responsibilities:**

* Open MRF (Material Received Form) for new consignment.
* Receive new consignment, verify goods when new consignment is received, check its expiry dates, shelf life & condition. If any shortage or excess and near expiry or expired items found informed to concern authorities.
* Properly stacking stocks in the appropriate places using Warehouse Management System (WMS).
* Conducting full Warehouse stock count minimum of once in three month and reporting the variance, if any.
* Control inventory using WMS as per company policies.
* Ensuring that Warehouse Management System (WMS) is well maintained and at par with physical stocks.
* Monitor all warehouse activities, handling inventory, receiving and storage, retrieval, near expiry, destructions, proper documentation, and coordination.
* Control dead stock, near expiry stock by continuous monitoring of the inventory & inform division on the usage of such materials.
* Control stock replenishment violations on daily basis.
* Daily perpetual inventory for materials.
* Monitor FIFO method strictly & shuffling all stock continuously.
* Proper housekeeping of entire warehouse premises.
* Proper stacking of materials as per FIFO.
* Distribute assign jobs to all colleagues/staffs, subordinates & handle them as per their calibre.
* Providing on Job Training, Awareness, Personal Hygiene Practices, Good Warehouse Practices, code of conduct to the staffs at regular intervals to have smooth operations.
* Ensuring that warehouse equipment’s are properly maintained and coordinating that necessary calibration are done in time to avoid any breakdowns.
* Maintain HACCP & Hygiene according to standard procedures.
* Coordinate with EDP, Sales office, Accounts section.
* Coordinate with customer & arrange delivery on time.
* Maintain customer satisfaction always.

**SULOCHANA DEPARTMENTAL STORE, BHAKTAPUR, NEPAL**

**The Company:** Departmental store of food & beverages, fruits & vegetables, cosmetics and kitchen items.

Worked as a **Storekeeper** from July 2013 to August 2015.

**XCLUSIVE WEB LLC, KATHMANDU, NEPAL**

**The Company:** Telemarketing Company with both inbound and outbound calls.

Worked as a **Sales Supervisor** from July 2008 to June 2013.

**Professional Qualifications**

**Computer Training**

* + - Three month Data Entry Operator Training from Pascal/Vision Institute conducts by Ministry of Science and Technology, Kathmandu, Nepal.
		- Six month Computer Technician Training from Softech It School, Kathmandu, Nepal.
		- One and half month Web Page Designing Training from Broadway Infosys, Kathmandu, Nepal.

**Language Training**

* + - Completed Second Semester of Spanish Language from Bhiswa Basha Campus, Kathmandu, Nepal.

**Others Training**

* + - Attended the Food Hygiene Training conducted by NTDE, Dubai.
		- Attended First Aid & CPR Training conducted by Red Cross, Kathmandu, Nepal.

**Educational Qualifications**

* **Master Degree in Rural Development (M.A)** from TU, Trichandra Multiple Campus, Kathmandu, Nepal in First Division.
* **Bachelor Degree in Arts (B.A)** from TU, Trichandra Multiple Campus, Kathmandu, Nepal in Second Division.
* **Higher Secondary School (Science)** from HSEB, Khwopa Higher Secondary School, Bhaktapur, Nepal in Second Division.
* **School Leaving Certificate (S.L.C)** from HMG Board, Basu Secondary School, Bhaktapur, Nepal in First Division.

**LANGUAGE FLUENCY**

* Ability to convey in English, Hindi and Nepali.

**PERSONAL DETAILS**

* FULL NAME : - SANTOSH
* DATE OF BIRTH : - 1982. 11. 25
* EMAIL : - santosh.374154@2freemail.com
* NATIONALITY : - NEPALI
* SEX : - MALE
* CIVIL STATUS : - MARRIED

I hereby declare that the information I have given is true and correct to best of my knowledge and belief.

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Santosh