## Curriculum Vitae

**NAGARAJAN**

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Visa status: Visiting (Till Feb 28TH).

**OBJECTIVE**

 Perusing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to promote your corporate mission and exceed team goals.

**WORK SUMMARY**

 Qualified and an experienced Warehouse Store keeper and Trading in charge with Nine years of proven work experience. Expertise in administration and Storekeeping, inventory controlling, material administration, and client relationship managing logistics operations in a computerized environment.

**EDUCATION**

BSc (Chemistry) --- AVVM SRI PUSHPAM COLLEGE POONDI (APR - 1996)

HSC --- GOVT. HIGHER SCONDARY SCHOOL (Mar - 1993)

SSLC --- GOVT. HIGHER SECONDARY SCHOOL (Mar - 1991)

**EMPLOYMENT HISTORY**

**SIGN PLUS TRADING W.L.L – SALMABAD, BAHRAIN. (2014 Jun – 2017 Jan)**

**Roll: In Charge of trading cum sales executives**

* Managing all process and functions of the Trading.
* Supervise warehouse operations and oversee employees
* Performed general office and administrative responsibilities.
* Maintain an effective working relationship with all staff.
* Provide employee training and feedback, making schedules and oversee maintenance.
* Responsible for receiving all shipments of products and store them in an organized manner.
* Maintain records of products being shipped and received
* Track lost or mis-delivered packages, Counted and sorted all incoming goods.
* Order and receive supplies, contact vendor to discuss discrepancies against purchase orders.
* Monitoring all the annual work, cleaning work, service work & replacement work done by perfect
* Reporting to the higher authority on the regular basis regarding the indoor and outdoor daily sales Report and demand of stock report.
* Maintaining interpersonal relationships between clients, High standards of material handling.
* On arrival of an import container aspects like external condition of the container, seal verification and out time from the harbor will be checked.
* All the remarks, variations and reports will be produced to the concern Manager. I take personal care to ensure that our reports are accurate and reach the management on time.
* External condition of the cartons, quantity and P. O. Numbers & invoice number of the carton are all checked when the cargo is offloaded, cargo is stacked as per instruction given by General Manager.

**Golden Neon Sign Advertising W.L.L – MANAMA, BAHRAIN. (2007Jun -2014 May)**

**Roll: Storekeeper**

* Keeping up appropriate records of the materials issued and received.
* Storing the items received in appropriate places to avoid misplacement.
* Maintain the minimum stock level, Supervise the packaging and handling of materials. Prepare the aged item stock report
* Stock confirmation for each inventory document, Make stock ledger report as per Management requirement.
* Make the purchase order with our terms and condition and send to the supplier.
* Analyze market and delivery systems in order to assess present and future material availability.
* Maintain records of goods ordered and received.
* Once items received, we should verify the good condition and compare the invoice amount and quantity with purchase order.
* Monitoring all the annual work, cleaning work, service work & replacement work done by perfect.
* Punching card maintaining with OT checking and Food allowance for OT staff to special project - coordinating with an Accounts Manager.
* Vehicle administration (Petrol and diesel purchasing and distribution of vehicles) records, maintaining, workers and scarab selling.

**Roll: Maintenance Supervisor**

* Maintenance of signage & repairing- Every New signage have one year warranty within the period of any complaint (complaint getting from our client or new.
* Reporting to the General Manager on the regular basis and Maintaining client signage’s type and period - records properly.
* Maintenance team time keeping records (site reaching in time & working hours) repairing signage’s, specialty arrangement from client side, needed materials for the particular signagereport from site supervisor and coordinating with store and purchase department, removing signage’s from sight records Maintaining.

**KEY SKILLS**

* Professional and positive attitude.
* Quick learner and planning to executing the skills and experience.
* Capable and can work independently with the urgency with positive actions.
* Flexible in working hours and committed to excellence.
* Committed to professional excellence, organized and flexible.
* Ability to maintain a good working relationship with all co-workers

#  IT SKILL

* All OS Software, MS Office – Word, Excel, PowerPoint, Outlook
* Well versed with the usage of Internet, E-mail.

**PERSONAL DETRAILS**

Date of Birth : 13. 07. 1976

Nationality : Indian

Languages known : English, Hindi, Tamil and Malayalam.

PLACE: DUBAI NAGARAJAN

DATE: