**RESUME**

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**SAJEEV**

Dubai, United Arab Emirates.

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**OBJECTIVE**

A motivated, hardworking, detail oriented professional with **3 years UAE** experience as **Warehouse Assistant**, seeks to apply experience and abilities to a full time position with a growth-oriented company, offering opportunity for advancement and professional development.

**CAREER EXPERIENCE**

* At present working as **Warehouse Assistant** (**EWM Super User**) at **Spinneys Dubai L.L.C.** from 01-03-2015.
* 1Year 6 Months experience as a Garage Supervisor at Al Barzan Est. Qatar.
* 3 Years experience as a Data Entry Operator at Kayvees Pharmaceuticals, Palakkad, Kerala, India.

**DUTIES & RESPONSIBILITIES**

* Responsible for proper training and guidelines to all warehouse inbound & outbound employees (Extended Warehouse Management).
* Responsible for hourly updating the inbound and outbound activities.
* Day to day arrangements for making sufficient space for incoming deliveries.
* Review bills, invoices and purchase orders.
* Checking and sorting the retails stores requests.
* Make sure all orders Picked and packed properly.
* Assist retail stores with inquiries.
* Trace missing or lost shipments.
* Coordinate deliveries for returned items.
* Handle general inventory procedures on every 3 months.
* Ensure accuracy of all inventories.
* Ensure that the warehouse is cleaned and maintained at all times.

**EDUCATIONAL QUALIFICATIONS**

* **Plus Two (Science)**
* **S.S.L.C.**

**COMPUTER KNOWLEDGE**

* G - Basic - Basic Computer Fundamentals (From G-Tech Computers)
* Adobe Photoshop
* MS Office (Word, Excel, PowerPoint & Outlook)

**AWARDS & CERTIFICATES**

* Spinneys Dubai L.L.C awarded in Basic Food Hygiene on June 2015
* Spinneys Dubai L.L.C awarded as Employee of the Month of April 2016
* Spinneys Dubai L.L.C awarded as Basic Communication Skills as a Trainer 2017
* Spinneys Dubai L.L.C Certified for Attendance of HSE Awareness Program 2015

**PERSONAL DETAILS**

* Age & Date of Birth : 31Years / 10- 05–1986
* Sex : Male
* Marital Status : Married
* Nationality : Indian
* Mother Tongue : Malayalam
* Date of issue : 16/02/2015
* Date of expiry : 15/02/2025
* Hobbies : Reading, Listening Music

**LANGUAGES KNOWN**

|  |  |  |
| --- | --- | --- |
| **Languages**  | **Writing** | **Speaking** |
| English | ✓ | ✓ |
| Malayalam | ✓ | ✓ |
| Hindi | ✓ | ✓ |
| Tamil |  | ✓ |
| Telungu |  | ✓ |

**DECLARATION**

I do hereby declare that the above facts are true to the best of my knowledge and belief.

Dubai

01/01/2018 **SAJEEV**