

vivian.381375@2freemail.com

**VIVIAN**

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| **Objective** |  | Top performing Warehouse Associate with a strong background in construction and manufacturing warehouse operations seeking to take next career step as a Warehouse Supervisor with a respected organization. Accomplished in optimizing workflows, streamlining inventory management functions, and enhancing safety in the workplace. Highly adept at operating machinery to store and transport raw materials and supplies throughout manufacturing facilities and to Production area. |
| **Skills** |  | * Able to work at elevated heights up to 30 feet.
* Maintaining a clean, organized and safe work environment.
* Ability to organize and prioritize job tasks and requirements.
* Establishing safety procedures.
* Accurately interpreting instructions. Warehousing
* Ability to interpret and act upon complex instructions.
* Processing all incoming shipments.
* Physically fit and able to stand and walk around for an entire shift.
* Squeezing rows of shelving closer together so they can accommodate even more stock.
* Keeping track of where specific goods are in a warehouse.
* Working as part of a team to move goods and fulfil orders.
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| **Work History** |  | warehouseman red sea housing services dubai united arab emiratesAPRIL 27,2007 – April 27, 2017* Responsible in the issuance of materials for production use
* Responsible for quality control. No damaged products is sent out. No damaged material is accepted in.
* Fill independent demands for material requisitions.
* Ensure FIFO is followed for all transactions.
* Unload items to be stocked in warehouse and or storage yards
* Evaluates situation ( e.g. rush orders, special work,) for the purpose of taking appropriate action and/or directing or appropriate personnel for solution
* Inspect warehouse equipment for the purpose of maintaining equipment in safe operating condition
* Health & Safety compliance in accordance with company policy.
* Ensure proper disposal of items ( hazardous and non-hazardous ) to avoid harmful effect to environment and to humans
* Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean work orders supply area. Complying with procedures. rules, and regulations
* Stock materials and supplies for the purpose of maintaining required inventory levels that will ensure availability of items when requested.
* Accurately segregates items and ensures put away is done in the proper locations so as to enable quick and efficient retrieval.
* Checks quality of all the items received to ensure that no damage or discrepancy.
* Prepares orders by processing request and supply orders; pulling materials; packing materials. stock materials
* Ensure that chemical stocks (hazardous and non-hazardous) are properly classified and segregated in separate location.
* Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
* Take orders from superiors regarding shipment packing activities
* Pick items from storage areas and deliver them to the delivery pallet
* Make sure that items are labeled properly and in accordance to shipment orders
* Ensure appropriate quantity of items and pack them according to company protocols
* Ensure that inventory controls are taken care of and audits are carried out to ensure quality
* Make sure that received items are labeled and stored in appropriate storage places
* File requisitions for out of stock items and supplies
* Sort items according to their types and sizes and ensure that they are stacked properly
* Enforce security and safety rules in order to ensure best safety practices around the warehouse
* Pack materials and items in designated crates and boxes and seal and label them properly
* Manage records of incoming and outgoing items
* Count inventory physically and prepare parcels for mailing purposes
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| **Education** |  | KITTEL MEMORIAL PRE-UNIVERSITY COLLEGE 1999 GRADUATE |
| **personal profile** |  | Name: Vivian Date of Birth: 03 June 1982Nationality:IndiaLanguage: English, Hindi, Kannada, Konkani, Malayalam & Tamil.Gender: MaleDate Issue: 2015Date Expiry: 2025 |