**CURRICULUM VITAE**



**NAME :Venkatesh**

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**Career objective:**

Seeking Suitable Position in Warehouse Incharge / Warehouse Assistant / Store Keeper

To work a progressive and professionally managed organization that offers excellent opportunities in utilizing my experience and skills to benefit the Organization’s clienteleChallenges are what I shall be seeking, a commitment shall be maintained to accomplish the goals set before me and an effort shall always be made to learn the necessary skill-set required to overcome hurdles in front of me.

**Working Experience:**

* Lucky Star Computers LLC

4 Years As aWarehouse Incharge since September 2013 November to 2017In Dubai, UAE

**Job Profile:**

* Take orders from managers on a daily basis and review them thoroughly
* Ensure that correct quantity has been received by comparing received goods with information on the work order
* Identify any damaged or missinggoods and record pertinent information
* Make sure that all goods are labeled properly using correct lot, item numbers and loaded appropriately
* Allocate storage space for items based on their types and sizes
* Make sure goods received is moved to storage areas properly
* Ensure control of goods coming in and going out of the warehouse quality
* Make sure scaned delivered items and ensure quality
* Pick out ordered goods and ensure that they are in good condition
* Re-ordering if stock levels fall too low
* **Certified as WharehouseIncharge for the year 2013 – 2017**

**Academic Qualifications:**

* **Intermediate (+2) MPC -** (Chaitanya Bharathi Junior College) Board of Intermediate Education Andhra Pradesh – India, in the Year of **2012.**
* **SSC (Matriculation)** – (Margadarshi high School) Board of Secondary Education Andhra Pradesh – India, In the Year of **2010.**

**Well known Languages:**

* English, Hindi, Telugu

**Technical Skills:**

* MS-OFFICE (Word, Excel)
* MS-Outlook Express
* Computer Hardware – Upgrading Ram & Hard Disk

**OperatingSystem:**

* Windows 7, Microsoft Office 07, Windows 08, Microsoft Office 10

**Brief Synopsis :**

* Possess excellent verbal and written communication skills
* Quick learner and ability to work under pressure
* Possess good management and organizational skills
* Good motivator, enthusiastic and open to learn new ideas
* Ability to handle multiple tasks

**Hobbies**

* Listening Music
* Browsing the internet

**Personal Details:**

Date of Birth :24th May 1995

Marital Status :Single

Nationality :Indian

**Passport Details:**

Visa Status : Visit Visa

Visa Validity : 28th July 2018

Place of Issue **:**Hyderabad

**Declaration:**

I hereby declare that the above statements are correct and true the best of my knowledge and believe. I have the responsibilities for the correctness of the above mentioned particulars.