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| **Resume Highlight:**  | **CURRICULUM VITAE****Rajendra****Email Address:** rajendra-396852@gulfjobseeker.com  |  |

**Objective:-**

Looking for the challenging career in good organization my Enthusiastic and Energetic individual strengthened to take up all responsibility of the Task assigned and completed with the quality expected within the target constraints.

**Work Experiences:**

**Shiva Shakti Hotel in Nepal Computer Operator**

**February 2006 to July 2007**

**KBR Company in Iraq.Administrative Assistant**

**Material Property DepartmentJuly 2008 to April 2011**

**Supreme food service Store Keeper**

**Jalalabad, Afghanistan 2011 July 31 toJune 2012**

**Ecolog international DfacAdministrative Clerk**

**Shindand ,Afghanistan (Food Service)17-Sep-2013 to 04-Oct-2014**

**Ecolog international Store Keeper / forklift Operator**

**Kabul KAIA Afghanistan (Food Service) 05-Oct-2014 to 20-Oct- 2015**

**Store Keeper**

**UAE Jebel Ali FZEDubai.May 2016 to November 2018**

**Responsibility: -Store keeper I usually perform all of the following tasks.**

* Provide the planning necessary for the job.
* Maintain proper procedure of raw Materials ordering at maximum efficiency.
* Follow proper procedure of Materialsreceiving.
* Ensure stock issued as per the factory requisition.
* Provides leadership and direction to all warehouse Workers.
* Plans, organizes, and manage all aspects of store operations.
* Supervision on Materials loading & uploading.
* Monitors standards and completes relevant documentation.
* Inspection of materials with previous goods standard.
* Oversees Safety and Sanitation procedures.
* Ensures compliance with EHS (Environment, Health & Safety) regulations.
* Proper communication with all employees& all departments.
* Monitors all forklift operator how to work & safety instruction.
* Maintain communication with the Purchase Manager with the daily, weekly and monthly reports.

**Educational Qualifications:**

* Intermediate passed from HSEB Nepal in 2008 from Shree Nepal Rastriya Higher Secondary School.
* SLC passed from “Nepal Government Education Board” in 2006 from Shree

Nepal Rastriya Secondary School

**Professional training &courses**

* **Certificate Course in Computer**: - Tally, MS-office, Outlook, Internet, Photoshop, Power Point.
* Training Taken on Food Safety Management System ( FSMS)& Personal Hygiene.
* Training Taken on HACCP& ISO 9001:22000
* Training Taking on Supply Chain Management.
* Training Taken in GMP (Good Manufacturing procedure.)

**Driving Skill:**

* Light Utility vehicles
* Forklift

**Personal Details:**

|  |  |
| --- | --- |
| * Full Name
* Date of Birth
* Religion
* Nationality
* Civil Status
 | : Rajendra: 1987-Feb-07.: Hindu.: Nepalese.: Married. |

***LanguagesSpoken:***

* English.
* Nepali
* Hindi

 **Declaration:**

 I hereby declare that the above mentioned particulars are true the best of my knowledge.

**Rajendra**