

RAKESH
STOREKEEPER
UAE & SAUDI EXPERIENCED

VISIT VISA



CAREER OBJECTIVE

A position in an organization that benefits from my technical skill and interpersonal skills as well as offers me the opportunity for increasing levels of responsibilities & professional growth.

STRENGTHS

- ❖ Strong Integrity, Completing tasks priority wise, Adoptive, Flexible & see change as an opportunity.
- ❖ Accepting errors and correcting myself, Excellent Team Player and Managing People.
- ❖ Cooperating, Involvement & Advancement always working with Action Plans for Accomplishment.
- ❖ Timely Communication and getting feedback based on priorities, Accurate Record Keeping, Analytical Skill.

PROFESSIONAL EXPERIENCE

- ❖ Warehouse Supervisor at FORSAN Foods & Consumer Products Ltd. SAUDI. (2022 – 2023).
- ❖ Warehouse Supervisor at Sanraks Building & Contracting LLC, DUBAI. (2019 – 2021).
- ❖ Store Supervisor at DLV Switch Gears, Hosur, INDIA. (2011 – 2018).
- ❖ Storekeeper at Madhura Electrical Pvt Ltd, Bangalore, INDIA. (2007 – 2011).
- ❖ Junior Engineer at GE India Industrial Pvt Ltd, Bangalore, INDIA. (2006 – 2007).
- ❖ Supervisor at SN Electro Controls, Bangalore, INDIA. (2004 – 2006).

EDUCATION PROFILE

- ❖ Diploma in Electrical & Electronic Engineering (Year 2001-2004).
- ❖ Secondary School leaving certificate Government: Rajah's Higher Secondary School, Sivagangai.

IT EXPOSURE

- ❖ End user Knowledge in **Oracle 11i** (Using ERP).
- ❖ Microsoft Office 2000.
- ❖ C Language, Tally 7.2.

WORK EXPERIENCE

Previous Organization : **F R Foods & Consumer Products Ltd.**
Location : Riyadh, SAUDI ARABIA.
Designation : Supervisor.
Area of Function : Warehouse.
Duration : August 2022 – Mar 2023.

RESPONSIBILITIES & DUTIES

- ❖ Receive, unpack, pack, load, issue, store and delivery of goods.
- ❖ Generate a goods received note report (GRN).

- ❖ Ensure storage of goods follow the first expiry first out (FEFO) method.
- ❖ Excellence in receiving, identifying, dispatching and assuring quality of goods.
- ❖ Rotate stock and dispose of surplus and expired goods.
- ❖ Everyday we maintain the Foods Temperature for all goods.
- ❖ Maintain a neat, clean and safe working environment as per government regulation.
- ❖ Cross verify the monthly report at the end of each month.
- ❖ Maintain Daily report of equipment checklist, stock report & cycle count.
- ❖ Knowledge in Stock keeping unit for identify the materials.
- ❖ The goods purchased last are sold first at their original cost follow by LIFO method.
- ❖ Ensure shipments and Inventory transactions accuracy.
- ❖ Handle the recording and maintaining the Inventory.
- ❖ Overseeing the general operations of a warehouse and our staff.

Previous Organization : **SK Building & Contracting L.L.C.**
Location : Dubai, UAE.
Designation : Supervisor.
Area of Function : Warehouse.
Duration : Feb 2019 – Mar 2021.

RESPONSIBILITIES & DUTIES

- ❖ In charge of coordinating & monitoring the materials required.
- ❖ Excellence in receiving, identifying, dispatching and assuring quality of Materials & Equipments.
- ❖ Monitor the incoming and outgoing rebar and equipments.
- ❖ Planning and Scheduling for timely deliveries of material at site.
- ❖ Generate a material receive report (MRR).
- ❖ Arranged and segregate materials in their corresponding location.
- ❖ Organizing and maintaining inventory and storage area.
- ❖ Measure reporting the effectiveness of warehousing activities and employees performance.
- ❖ Supervising people for shifting materials in their exact area of location.
- ❖ Supervise other staff members and keep a record of transfer materials.
- ❖ Weekly procurement delivery report.
- ❖ Hired Equipment Report and Hires Scaffolding Report.
- ❖ Maintain items record, document necessary information and utilize reports.
- ❖ Material Inventory and Monitor stocks availability.
- ❖ Accountable tools issued to all workers.
- ❖ Counting Inventory and ensuring orders are shipped in a timely manner.
- ❖ Responsible for weekly and monthly material report to the department manager.
- ❖ Maintaining a record of quality works which will be used for the future for production references.
- ❖ Maintain monthly report of Logistic report, Warehouse casting report and physical Inventory.

Previous Organization : **DLV Switch Gears. (Hosur)**
Designation : Supervisor.
Area of Function : Store.
Duration : Dec 2011 - Nov 2018.

RESPONSIBILITIES & DUTIES

- ❖ Effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- ❖ Maintain receipts, records, and withdrawals of the stockroom.
- ❖ Responsible for varied tasks such as restocking shelves.
- ❖ Maintain keep stock of Inventory and manage all operations in the store.
- ❖ Ensure indents are raised & proper documentation is completed on a timely basis.

- ❖ To follow up overall Inventory management.
- ❖ Receive the materials, unload and shelve supplies.
- ❖ Responsible for store keeping documentation & record keeping.
- ❖ Ordered, stored, picked up and delivered supplies and equipments.
- ❖ Observed safety regulations, utilized the database to track parts and supplies.
- ❖ Completed critical task such as a filling copying and distributing mail.
- ❖ Maintaining Inventory Accuracy & up to date stock Records.
- ❖ Ensure development and management of materials planning functions.
- ❖ Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
- ❖ Participate in physical inventories by counting stocks.
- ❖ Ordered supplies and equipment by completing work orders.
- ❖ Taking physical Inventory once a month to cross check with the monthly inventory report.
- ❖ Knowledge in various types of commercial activities such as inducting procurement, export & import.

Previous Organization : Madhura Electrical pvt Ltd. (Bangalore)
Designation : Store Keeper.
Duration : Sep 2007 - Oct 2011.

RESPONSIBILITIES & DUTIES

- ❖ Maintain keep stock of Inventory and manage of all operations in the store.
- ❖ In charge of the Material Handling, Storing and Inventory controls.
- ❖ Maintaining safe custody of all raw materials, supplies, finished products, purchased items.
- ❖ Analysing the current stock and initiate the stock purchase.
- ❖ Perform stock related duties like returning, packing, labeling and pricing goods.
- ❖ Maintain accurate manual and computer records.
- ❖ Maintain the stock Inventory.
- ❖ Daily & monthly report of consumable material status.
- ❖ Weekly procurement Delivery report & store material status.
- ❖ Report damaged inventories for record-keeping and reimbursement.
- ❖ Handling of materials and ensuring that there is no deterioration of the material.
- ❖ Manage the store Layout & perform physical labour.
- ❖ Take care the delivery of goods to the customers in time.
- ❖ Understand and carry out oral and written Instructions.
- ❖ Analysing and Submitting Report on New Product in the Market.

Previous Organization : GE India Industrial Pvt Ltd. (Bangalore)
Designation : Junior Engineer –“MATERIALS”.
Function of Area : Stores / Purchase.
Duration : May 2006 - June 2007.

RESPONSIBILITIES & SKILLS

- ❖ Material In-warding, Receipting, Delivery challan & Issues through Oracle Applications 11i (ERP).
- ❖ Releasing purchase Orders, Job Orders in Oracle Applications 11i (Using ERP).
- ❖ Issuing of Purchase Orders, job orders using the Oracle Applications 11i (ERP) and also have functional experience in INV, PO, and WIP modules.
- ❖ Inwarding & Receipting for Finishing Goods materials which are OSP Items.
- ❖ In charge of the Material Handling, Storing and OSP operations.
- ❖ Taking part in Inventories ensuring the system and physical stocks are matching.
- ❖ Ensuring all documentation for all Issues, inward and outward shipments.
- ❖ Coordinating with Plant Engineers and procuring the electronic and electrical parts for MFG.
- ❖ RTV Invoices will be arranged for Rejected items.
- ❖ Preparing RGP & NRGP to the Suppliers in rare times.
- ❖ Worked in Inventory reduction activities.

- ❖ Planning and Scheduling of Purchase with effective follow-up With Subcontractors and Suppliers for timely deliveries of material at site.
- ❖ Efficient in clearing Pending Transactions in month end period using Inventory module.
- ❖ Coordinating with Vendors for MRS report Issues.
- ❖ Introduced location database management system for FG warehouse.
- ❖ Created Master Record for RM warehouse and also for Distribution.
- ❖ Achieved 100 % Production target in our company.

Previous Organization : S.N Electro Controls. (Bangalore)
Designation : Supervisor.
Production : Panel Board Assembling.
Duration : Sep 2004 - Apr 2006.

RESPONSIBILITIES

- ❖ Handles personnel issues and assists subordinates with any problems that may occur during shift.
- ❖ Plan and manage technical/ manpower capacity and consumables.
- ❖ Ensure the established policies, rules, regulations and procedures are followed.
- ❖ Supervises manufacturing personnel in the assembly areas.
- ❖ Ensure that all operations are within appropriate time standards and company guidelines.
- ❖ Manage department performance measures and provide regular progress reports to manager.
- ❖ Received and correctly processed both written and verbal instructions, prints and work orders.
- ❖ Coordinating with designing peoples and arranging the items for Internal & External Circuits.
- ❖ Any problems from client side, immediate action will be taken from the employers.
- ❖ Ensures proper packing and handling, transportation of all dispatches.
- ❖ Knowledge in Final Inspection.

PARTICIPATED TRAINING PROGRAMS

- ❖ EHS Awareness Program.
- ❖ Fire Safety & Emergency action.
- ❖ Man management Techniques.

PERSONAL DETAILS

Date of Birth : 09-APR-1984.
Nationality : Indian
Marital Status : Married
Languages Known : Tamil, English, Hindi, Arabic & Kannada.
Contact Details : 0505657275

REFERENCE

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