**Curriculum Vitae**

**Post Applied For : Store Keeper**

**Personal Detail**

Nationality : Indian

Date of Birth : 21/05/1989

Sex : Male

Religion : Hindu

Marital Status : Single

Languages Known : English, Hindi

**Academic & Technical Profile**

Academic : B.C.A Passed from B.U Bhopal

Master of Business Administration in **(Material management)**

Computer : Basic Computer Knowledge, MS Word, MS Excel, Tally and ERP System

**Professional Experience**

1 Year Experience of Storekeeper in United Textile Fujairah Free Zone-2 UAE

**Job Responsibilities**

* Generating purchase requisition as per the requirement
* Following up with suppliers for the delivery of materials base on correct time requirement
* Checking the quantity and receiving the materials as per the LPO/Letter of order
* House keeping-proper arrangement of material according to its importance
* Discussing & checking with the QC engineers about the quality of received material
* Making the GRN (goods receipt note) on daily bases
* Issue the material as for the senior manager instruction
* Maintaining daily updates in ERP system
* Complete relevant documentation and report
* Maintain high standards of cleanliness in store area
* Ensure safety at work
* Ensure that damage materials are stored in separate area and report to store manager
* Check suppliers bill with Purchase Order, Goods Received Note
* Prepares monthly reports of received, issued and stock and submit to manager
* Manage store maximum/minimum levels and reorder quantities to ensure operational need are met through analyzing and forecasting demand of stock items
* Make custom clearance from custom department

**Keywords/ Skills**

* Knowledge of store policies & procedure regarding store management
* Team leader
* Follow-up of rules and regulations of store management
* Ability to follow and implement safety rules and regulation
* Excellent communication skills written and spoken English
* Analytical in numeric
* Decision maker
* Loyal and dedicated
* Punctual
* honest

**First Name of Application CV No:** **505080**

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