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**RAMESH**

Mobile: C/o 0503718643

Email: ramesh.139877@2freemail.com

**OBJECTIVES:**

To work in an organization where my acquired skills andprofessional experience can be usedin full capacity and fulfill theobjectives of the organization,while also achieving the professional and personal growth.

**ACADEMIC DETAILS**:

* **Secondary school certificate from Andhra pradesh. INDIA.**
* **ITES from Andhra pradesh.INDIA.**

**PROFESSIONAL EXPERIENCE:**

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| * **TRANSGUARD, DUBAI.**

**FORK LIFT OPERATER. 13 March 2017 to PRESENT.** |

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| * **WORKZ MEDIA FZ, DUBAI.**

**WARE HOUSE ASSISTANT.** Dec6,2006 toJan 13, 2015 (8 years) |

**RESPONSIBILITIES:**

* Ensure that stocks utilization and replenishment systems are adequate to facilitate logistics
* procurement and delivery capacity and program implementation.
* Exercise continuous assessment and vulnerability of stocks management and introduce

sufficient preventative measures to reduced risks, fraud and ensure damage prevention.

* Monitor the suitability of the warehouse to ensure no damage to stocks and frequently

monitor temperature of pharmaceuticals and proper ventilation for stocks.

* Responsible for database entry of all stock movement and reporting.
* Ensure proper filing of paperwork’s.
* Liaise with programs on schedules of distribution and other site requirements for labor

assistance.

* Ensure that all stock records are maintained to a good standard in all locations.
* Ensure that good practice on quality control of all received and supplied goods in transit and final stores are in place.
* Keep track of inbound and outbound goods especially goods in transit until they are delivered.

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| * **HSBC AND NATIONAL BANK OF DUBAI,DUBAI.**

**OFFICE BOY**(5 years) |

**SPECIAL SKILLS:**

* **Knowledge of security and asset management systems**
* **Extreme flexibility, and have the ability to cope with stressful situations and frustrations**
* **Experience of public speaking and delivering presentations**
* **Excellent interpersonal skills, including patience, diplomacy, willingness to listen and respect for diversity. Capability to create strong partnerships among all program stakeholders**

**CERTIFICATIONS & ACHIEVEMENTS:**

* FORKLIFT OPERATOR LICENSE (LIGHT TRACTOR)

License no - 1605060

Issue date -29/7/2010

Expiry date -29/7/2020.

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| **PERSONEL DETAILS:**  Date of Birth **:**6th October ,1975. Sex **:**MaleNationality **:**INDIAN Marital status **:**Married.Linguistic Abilities**:**English, Telugu & Hindi. |