**CURRICULUM VITAE**



**Francis**

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**CAREER ASPIRATION**

Long & mutually beneficial association with the organization, where I can contribute towards achieving it’s goals, while continuing professional development to meet organizational Challenges as well as achieving career objectives.



**PROFILE**

A starter with assignments in the area of printing & specialist in logistics as a storekeeper &data entry with dynamic growth-oriented companies. Work independently or willingly as a part of a team

.1] Committed, result oriented , self-motivated and career focused.

2] Confident and decisive in understanding & communicating with people inside & outside an organization.

3] Proactive, creative and effective on problems & opportunities confronting an organization. 4]Ability to lead team & work as a team.

5]Ability to understand & interact with various disciplines of an organization.



**CAREER HISTORY**

Manage , perform and carried out all work related to local and international level advertisement & Logistics scheduling as per managers obligation.

Assist with the manager, supervisor, to develop an outstanding service and support in warehousing & as per ware house related work.

Manage a team of staff carrying in inbound & out bound in operation maintain duties, ensuring that all tasks are completed within scheduled time frames while maintaining required quality standards,

Manage third-parties, effectively to insure sufficient 24/7 available throughout day.

Report to senior management and interface regularly with other departments to assist and develops and maintain strong and supportive relationship with the operational requirements .

Managing, supervising and coordinating entire work requirement to provide smooth output to client.

Calculating and comparing costs for required materials, goods or service to be achieve maximum value for money.

Coordinate with operations so all activities are meeting and integrate with group requirements and statutory requirements and general duty of care.

Identifying the nature of problems and resolve in efficient manner, throughly knowledge of computer software.



**SUMMARY OF SKILLS AND EXPERIENCE**

1] Work in Printing Press as a D.T.P Operator & Screen printer,

2] Work as Quark-express Operator In Domex e- data pvt. limited. work executive and designer. 3] work as a marketing executive 2 years.

4] Work Rejoice Automobiles as a Store keeper & data entry Clark 3years. 5]Work in Dubai Jebelali, **R.H.S. Logistics** (Rais Hassan Saadi Group) as

Storekeeper Since six years 4month working with on board computer RF Terminals, receiving,

pickings, inventories, shipouts Inbound & Outbound In a Store **Dell**.



**EDUCATIONAL QUALIFICATIONS**

Higher secondary Education, Diploma in Printing Technology, Certificate Course in Multimedia (graphics designing).



**OTHER QUALIFICATION**

1] Diploma in Printing Technology From Industrial Training Institutes .

2] Certificate course in Desk Top Publishing. Certificate Course in Multimedia (graphics designing) From Arena Multimedia including Software Pagemaker, Coreldraw, Photoshop, Quarkxpress, Illasatater, Ms-word, Excl .

**ORIGINAL EXPERIENCE**

1] Work in Printing Press as a D.T.P operator & Screen printer,

2] Work as Quarkxpress Operator In Domex e- data pvt. Limited.

3] I Start my own printing press in Mumbai and work executive and designer. 4] Rejoice Automobiles as a Store kepper & data entry Clark 3 years.

5]Work in Dubai Jebelali, **R.H.S. Logistics** (Rais Hassan Sadi Group) as Storekeeper (for **Dell**

**store** )Since7 years Four month working with on board computer RF Terminals, receiving, picking,inventories, shipouts Inbound &Outbound In a Store Dell.

**GROWTH PATH**

Joined as a storekeeper assistant. store keeper, customer care.