# RESUME



**Objective**

**RAMESH**

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To be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization.



# Summary



Efficient Store Officer adept at monitoring supplies and handling all required ordering. Committed to maintaining accurate inventories and ensuring that all goods and materials are properly and safely stored.

# Professional Experience

* + - Presently working as a **Store Supervisor** in Aluminium & Light Industries (ALICO) Co Ltd., Sharjah, UAE, (Jan 2015 to till date).
    - Worked as a **Document Controller** in Al Suwaidi Co LLC., Dubai, UAE.(2009 to 2011).
    - Worked as a **Production Incharge** in Canle Valves Pvt Ltd., Coimbatore, Tamilnadu, India. (2011 to 2014)
    - Worked as a **Store Keeper** in Star Industries Pvt ltd, Tiruchirappalli, Tamilnadu, India. (2007 to 2009)
    - Worked as a **Technician Apprentice** in Bharat Heavy Electricals Ltd.(BHEL),Tiruchirappalli, Tamilnadu India. ( 2006 to 2007)

# Core Qualifications

Extensive experience with all aspects of store management. Proficient in the use of stock tracking and logistics applications.

Strong understanding of storage and inventory management techniques. Excellent ability to anticipate needs.

Substantial problem solving skills. Ability to work varying schedules.

# Duties & Responsibilities:



* Performs clerical duties associated with storekeeping function.
* Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.
* Checking or requisitions, receiving of materials storage of materials, issuing of materials, maintaining of all record, inventory control etc.
* Verify articles against purchase orders or packing lists and count and inspect materials for damage or defects.
* Co-ordination with the suppliers to replenish call of order of material identifying the material for contingencies.
* Co-ordination with purchase Department /Transport Department/Account Department and finance Department etc.
* Perform year-end inventory and physical inventory and prepare year-end inventory reports.
* Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed.
* Processes the return of materials to vendors or materials to be scrapped or junked.
* Solves difficult problems such as tracing purchase documents or partial shipments

# Academic Profile

* **Year 2006** \* DECE with 83% with Honors - M.I.E.T. Polytechnic College, Tiruchirappalli, Tamilnadu, India
* **Year 2004** \* HSC with 70% - Sacred Heart Higher Sec. School, Tiruchirappalli, Tamilnadu, India
* **Year 2002** \* SSLC with 72% - R.C. Higher Sec. School, Tiruchirappalli, Tamilnadu, India

# Technical Skills

* Orion V10.6 , Ms Office & Hardware Engineer

# Personal Profile

Date of birth : 05TH August 1986

Nationality : Indian

Gender : Male

Marital status : Married

Languages known : Tamil, English & Malayalam