**CURRICULUM VITAE**

**VIKRAM**

**Email:** **vikram-395511@2freemail.com**

**Dubai – U.A.E**

**WAREHOUSE ASSISTANT**

**PERSONAL SUMMARY:**

A multi-skilled, hardworking and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**WORKING EXPERIENCE:**

* **Position: Warehouse Assistant**
* **Company: Golden Sun Electronics LLC Dubai UAE**
* **Duration: 2 years**
* **Position: Storekeeper / Shopkeeper**
* **Company: Point Style Tailoring Dubai UAE**
* **Duration: 3 years**

**DUTIES & RESPONSIBILITEIS:**

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Loading and unloading Lorries, vans and other vehicles.
* Maintaining and servicing warehouse tool, machinery and trucks.
* Contacting transport companies and coordinating dispatch and delivery with them.
* Preparing deliveries for the van drivers.
* Moving and organizing stock.
* Supervising the work of junior staff.
* Ensuring a clean and safe workhouse for staff to work in.
* Moving items through the warehouse from receipt to dispatch to customers.
* Occasionally delivering stock to shops and retail outlets.
* Accurately updating all data into computer and manual recording systems.

**PERSONAL DETAILS:**

* Gender : Male
* Date Of Birth : 01-06-1989
* Marital Status : Single
* Nationality : Indian
* Visa Status : Cancelled Visa
* Language : English, Hindi, Marathi

**KEY COMPETENCIES AND SKILLS:**

* Administrative duties
* Stock management
* Delivery of products
* Stock taking
* Shipping and receiving practices.

**ACADEMIC QUALIFICATIONS:**

* Higher Secondary School Certificate

**DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.