PRASHANT

Email- prashant-395579@gulfjobseeker.com



**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Marital Status | : | Single |
| Sex | : | Male |
| Nationality | : | Indian |
| Religion | : | Hindu |
| Date of Birth | : | 30th December 1994 |
| **Date of Birth** |  |  |
| Place of Issue | : | Kolkata |
| Date of Issue | : | 15/01/2015 |
| Date of Expiry | : | 14/01/2025 |

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Examination | Year of passing | Institution | Board/University |
|  |  |  |  |
| SSLC Madhyamik Pariksha | 2012 | NIOS | West Bengal Board |
|  |  |  |  |
| 12th Higher Secondary | 2014 | NIOS | West Bengal Board |
|  |  |  |  |



**OTHER ADDITIONAL QUALIFICATIONS:**

Knowledge in Basic computer applications, MS- Excel, Outlook, Word and Power point

**AREA OF EXPERTISE:**

* Service Centre
* Logistics / Warehouse
* Microsoft Application
* MS- Excel
* ORACLE JD Edwards
* GSPN (Global Service Partner Network)

**WORK EXPERIENCE:**

JUMBO ELECTRONICS MAY’15 till the date

Store Executive

* Monitoring the articles as per quality standard of organization.
* To manage & supervise Warehouse & Sales Centre operations under territory.
* Efficient Inventory Management of Finished Goods/Articles at ware house and sales centre.
* To coordinate with Procurement department for receiving of goods items from suppliers as per Purchase Order specifications.
* To support Operation department in timely issuance of goods/items on regular basis.
* To support Corporate Supply Chain in achieving business targets.
* Create opportunities and resources to answer development needs and training necessities of his staff.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting spares; issuing work orders for repair and requisitions for replacement.
* Ensure that the damaged and suspected commodities are segregated from good ones and reported upon detection.
* Maintain up to date assets stock ledger in which all daily inventories and transactions are accurately recorded.
* Analysing and advising on monthly movement report for slow / fast moving lines for the Concept.
* Ensuring products classified into correct departments and subgroups.
* Supervise the Store Keeper, including verification of stock records, cross checking between way bills and stock records, managing supply requests, checking in/out of stock, checking of the maintenance of the property.
* Ensure the availability of the requirements and checking the required items and follow the procedures while issuing materials.
* Planning and controlling of material which includes receiving, storing, issuing, stocktaking and disposal of material.

**CAREER OBJECTIVE:**

To work for the company to the best of my ability through a challenging and rewarding job and to make significant contribution to achieving the business focus and mission of the company through my knowledge, experience and innovative thoughts**.**

**LINGUISTIC PROFICIENCY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
|  |  |  |  |
| English | Yes | Yes | Yes |
|  |  |  |  |
| Hindi | Yes | Yes | Yes |
|  |  |  |  |
| Nepali | Yes | Yes | Yes |
|  |  |  |  |

**SKILLS:**

* A quick learner, very optimistic, hardworking and believe in performing Quality work
* Urge to fulfil a given task with perfection and complete dedication
* Possess the ability to interact with people for productive yields
* Can work as diligent team member as well as can lead a team efficiently
* Ability to manage stress and time effectively
* Work sincerely, honestly and professionally in order to achieve the aims and goals of the organization and thus to grow with the organization.

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai Prashant