**

**Lijo**

B.SC Physics (Not Competed)

**Personal Data:**

Date of Birth : 30th April 1990

Gender : Male

Nationality : Indian

Mother Tongue : Malayalam

Marital Status : Single

**Drive License:**

Indian & Saudi.

**Languages:**

English, Hindi, Arabic, Malayalam And Tamil,

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Email: lijo-396265@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

# ***Career Objective***

 Seeking a challenging opportunity with **Six years** **‘experience** in **Store in charge & Warehouse** wherein I cancreatively use, apply and enhance my knowledge and caliber.

***Education***

**1**. BSc Physics from St. Xavier’s college thumb of Kerala university, Trivandrum, Kerala, India (Not Completed)

**2**. Higher Secondary from Rosa Mystic Orphanage Higher Secondary School, Pullunkudi with 77%

**3**. SSLC from Gov’t High school, Pulluvila with 70%

***Computer proficiency***

Operating system : Windows, Vista, Linux

Languages & Tools: MS Office, Auto- CAD,DTP,C++.

***Strength***

Team player, Good in Communication, Quick adoptability in changing environment and

Target Oriented.

***Extra-Curricular Activities***

1. Won prizes in School level Sports

2. Ncc-Navy campus & Development during college day.

***Experience***

**1. in Qatar under with Qatar Petroleum Project at Halul, Qatar (Offshore).**

Three Years as an Store keeper in Construction field of Commercial & Industrial

**2.Al-Rashed food.co in Saudi Arabia.**

 Three Years as an Store, logistic & Warehouse in

charge in bakery field of food Industrial.

**3.FI-TEC POWER SOLUCTION TVM KERALA.**

 6 Months as an Store in charge, logistic & Warehouse in charge in Networking, Fire,CCTV,Electrical and UPS field of MEP Industrial.

***Work Experience.***

* Internal and External Materials Handling.
* Supervising Materials Loading, Unloading And Offloading Works.
* Materials Stock And Record Maintains.
* Store Suppresser Work in Jetty and sale.
* Materials require further plane.
* Materials Purchasing.
* Materials Coordinating.
* Camp boos and logistic.
* Check Materials Quality and Expire Date

***Duties.***

* + Requisition, receive, stock and issue materials, supplies, tools, parts and equipment utilizing a computer purchasing and inventory control system.
	+ Verify articles against purchase orders or packing lists and count and inspect materials for damage or defects.
	+ Research discrepancies in purchase orders and duplicate orders.
	+ Identify vendors and obtain quotes of prices for goods to be purchased; research new parts, substitute products and pricing.
	+ Select proper storage areas and store articles in bins, racks, shelves, floor or yard areas.
	+ Issue materials, supplies, tools, parts and equipment, obtaining proper records and requisitions.
	+ Maintain control of rental uniform stock and changes.
	+ Enter and retrieve data from a computerized inventory control system.
	+ Load and unload articles, using a forklift, hand truck, and other materials handling equipment.
	+ Operate a forklift, motor vehicle and other work related equipment.
	+ Maintain storage areas, shelves, and outside yard in a clean and orderly condition.
	+ Store surplus materials and equipment prior to disposal.
	+ Use hand and power tools.
	+ A ssign part numbers to materials through the computer system and perform clerical duties related to the storekeeping functions.

***KNOWLEDGE OF:***

* + Methods, techniques and practices of maintaining inventory.
* Practices and policies related to purchasing and procurement.
* Basic business mathematics.
* Methods and techniques used to maintain a safe working environment, including the safe operation of materials handling equipment.
* Methods and practices used in receiving, storing and issuing materials, supplies, tools, and equipment.
* Commonly used construction, maintenance and hand tools and supplies.
* Modern office equipment including word processing, database and spreadsheet applications.
* Principles and practices of customer service.

***Ability to:***

* Maintain a variety of supplies, tools, equipment and inventory.
* Maintain complete and accurate records.
* Learn the policies and procedures related to inventory control.
* Safely operate a forklift, motor vehicle and other work related equipment.
* Coordinate activities with operations staff and other departments.
* Be on-call for and respond to after hours or emergency deliveries or orders.
* Understand and follow oral and written directions.
* Work independently within established guidelines.
* Inspect materials and supplies for defects and damages.
* Direct the work of temporary assistants and train them in proper work procedures.
* Accurately enter and retrieve data from a computerized control system.
* Operate a computer using word processing, business software and other office equipment.
* Communicate clearly and concisely, both orally and in writing.

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**Declaration**

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

Place: **LIJO**

Date: