



REJANEESH C WAREHOUSE ASSISTANT

Mob: 00971508683367

rejaneesh@gmail.com

DOB: 08th. Apr 1985

Nationality: Indian

KEY SKILLS

Customer Experience, Prepare Documents,
Hand Tools & Machinery, Customer Satisfaction,
Material & Goods Coordination

ACADEMIC CREDENTIALS

ITI Diploma
Secondary school leaving
certificate- SSLC

SOFT SKILLS

Good work ethic.
Attention to detail.
Good communication skills.
Ability to relate with people.
High level of commitment to job.
Ability to concentrate.
Ability to learn for new updates.

IT SKILLS

Basic MS package

LANGUAGE

ENGLISH	MALAYALAM
ARABIC	HINDI
TAMIL	

OTHER EXPERIENCES

SIGMA INDUSTRIAL Coimbatore- India Sept 2009 – Sep 2012 (3 years) Designation: Machinist & Maintenance Fitter	RADIANT MACHINE WORKS Coimbatore- India May 2005 – Aug 2009 (4 years) Designation: Machinist
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PROFILE

ITI diploma holder with more than seventeen years of expertise in Ware House operations seeking a position in an organization at which my expertise, abilities, and knowledge shall be best adopted to accomplish the organization goals and objectives.



EXPERIENCE

RAMAT TRADING LIMITED, JEDDAH, KSA

November 2012 – December 2016 (4 years)

Designation: **Ware House Assistant**

Job profile & Responsibilities:

- Checked packages and merchandise for damage and notification vendors.
- Complete cycle counts and monthly inventory.
- Maintained clean ,orderly work environment free of hazards.
- Assembled pallets and crates for secure transportation of materials
- Record production data for quality control: Keep records of the machine's faults, interventions and irregularities for quality control.
- Perform product testing: Test processed work pieces or products for basic faults.
- Monitor stock level: Evaluate how much stock is used and determine what should be ordered.
- Monitor conveyor belt: Monitor the flow of the work pieces on the conveyor belt as they are processed by the machine to ensure optimal productivity.
- Apply cross-reference tools for product identification: Employ cross-reference tools and programmes, listing file names and line numbers, to identify part numbers, descriptions, and the vendor as source of origin.
- Perform machine maintenance: Perform regular maintenance, possibly including corrections and alterations, on a machine or machine tool to ensure it remains in a proper productive state.
- Provide advice to technicians: Offer help and advice to service technicians in case of machine malfunctions and other repair tasks.
- Mark processed work piece: Inspect and mark parts of the work piece to indicate how they will fit into the finished product.
- Consult technical resources: Read and interpret such technical resources such as digital or paper drawings and adjustment data in order to properly set up a machine or working tool, or to assemble mechanical equipment.
- Keep records of work progress: Maintain records of the progress of the work including time, defects, malfunctions, etc.
- Operate scrap vibratory feeder: Operate a vibratory feeder

DECLARATION

"I hereby declare that the details and information given above are complete and true to the best of my knowledge"