

Curriculum Vitae

JOGESH KUMAR

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Location -: Dubai, UAE

Personal summary

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience, a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

Personal Details

➤ Date of Birth	21-Dec-1994
➤ Gender	Male
➤ Nationality	Indian
➤ Marital Status	Single
➤ Language known	English,Punjabi,Hindi
➤ Passport No	P5780094
➤ Visa Status	Employment

Education

- Plus two **Govt sen sec school {Punjab}**
- Matric (10th) **Govt sen sec school {Punjab}**
- Advance Laptop/Desktop Repairing Course, **9Droid IT Academy, India 2013 – 2014**
- Ms Office 2007 **Galaxy Techno Perfect Institute of International Services {India} Punjab 2014-2015**

Experiences

IFFCO Group of Companies, Seville Products LLC, Al Quoz 1, Dubai.
Warehouse Assistant

- **Role Details**
- Conducted timely and accurate inventory counts to maintain current supply records and facilitate smooth ordering.
- Unloaded incoming products off trucks, sorted items in staging area and transported items to final storage locations.
- Inspected and moved products to designated areas in warehouse.
- Packed and labeled merchandise to prepare for loading and shipment to customers.
- Arranged items on store racks and shelves, checking correct location

- Coordinated materials management throughout all stages, including rotating stock,
- Safely operated Electronic Pallet Truck for loading, offloading, and moving products across

Data entry Operator

Easy Day Store

- Entered customer and account data from source documents within time limits.
- Compiled, verified accuracy and sorted information to prepare source data for computer entry.
- Reviewed data for deficiencies or errors, corrected any incompatibilities and checked output.
- Performed analysis of supply chain operations data
- Do data validation on commodity details and shipping documentation

SKILLS

- Computer Literate (Microsoft Office Word,) and internet research
- Basic Computer Knowledge
- Good leadership and organizational skills
- Excellent Team Player
- Good Communication skills
- Good interpersonal relationship
- Hardworking
- Ability to work effectively in diverse work group
- Highly result focused and goal driven

STRENGTH

- Positive attitude
- Intellectual
- Smart worker
- Ability to accept challenges quick learner

REFERENCE

- Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe

JOGESH KUMAR