

AMAL AJITH

Warehouse Coordinator

A highly talented Warehouse Coordinator seeking an opportunity to work with your growth oriented organization.



amalajith30@gmail.com

+971522758969

Ali Umran Building-Al Nahda, Sharjah, Dubai

linkedin.com/in/amal-ajith-90b322b8

amalajith30

WORK EXPERIENCE

Warehouse Coordinator Mcdermott-Middle Est,Inc Dubai

05/2017 - Present

Dubai

McDermott International, Inc. is an American multinational engineering, procurement, construction and installation company with operations in the Americas, Middle East, the Caspian Sea and the Pacific Rim.

Tasks

- Received incoming shipments and processed all outgoing shipments, from the warehouse.
- Handled vendor violation issues and coordinated all product returns to vendors.
- Oversaw and assisted with routine inventory audits and verification activities.
- Control over documentation modification, distribution, issuance (as per procedure) during its whole lifecycle.
- Quality & compliance checks on documents and Data Entry.
- Supervised regular cleaning of warehouse premises and ensured workplace safety.
- Ensuring effective and safe use of warehouse equipment.
- Maintains staff by recruiting, selecting, orienting, and training employees.

Contact: Ibrahim Akbar Ali supervisor of Mcdermott-middle est,inc,dubai
- Mob : +971547911225

Piping Supervisor Petron Engineering Construction Ltd BPCL Kochi Refinery, Ambalamugal(2015)

03/2015 - 02/2017

Ernakulam

Tasks

- Supervising workers, subcontractors and work activities.
- Preparing and presenting site inductions, safety briefings and toolbox talks
- Assessing and managing safety hazards
- Work schedule to subordinates

Contact: DGM M.Devarajan Head of Operation in BPCL -
+918589058074

EDUCATION

Diploma In Mechanical Engineering Govt Polytechnic College Perumbavoor,Ernakulam

06/2012 - 05/2014

Ernakulam

ITI In Mechanical Motor Vehicle National Council For Vocational Training ,Gvt Of India

06/2008 - 05/2010

Kottayam

SKILLS

Shipment coordinating

Updating logs

Inventory restocking

Proficient with data entry and inventory software and systems.

Verbal and written communication skills.

Strong supervisory and leadership skills.

Office Management

customer care support

Logistic and Transport coordination

Warehouse Inbound and out bound process

Ms office

ACHIEVEMENTS

Quality Spot Award Mcdermott Middle East,Inc Dubai
(02/2019)

Eurolink Safety chemical handling safety awareness
Training (01/2021 - 05/2023)

REFERENCES

Felix Fernandes Manager of McDermott Middle East,Inc
Dubai

Mobile No : +9710528213194

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Tamil

Full Professional Proficiency

PERSONAL DETAILS

Passport Number : M0014811

Visa Status : Employment visa

Nationality : Indian