



PROFILE

To obtain a challenging position in Safety Department & Warehouse Management Industry where my knowledge, experience and skills will be contributed towards the development of the organization. Aggressive to grow and gain more knowledge. With over 6 years of experience in the stores and warehouses including food items and would like to explore opportunities that would increase my potential, add value, and help me grow in a leading organization.

CONTACT

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PASSPORT DETAILS

Name: NAVEEN RAJ
Passport Number: M0787193
Date of Issue: 12th Aug 2014
Date of Expiry: 11th Aug 2024

LANGUAGES

English - Intermediate
Hindi - Full professional proficiency
Malayalam - Full professional proficiency

NAVEEN RAJ

WORK EXPERIENCE

Asst. Storekeeper

Ocean Oil Field Drilling Rigs & Marine (Hamriyah Free Zone, Sharjah)

August 2018 to Present

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies.
- Conduct inventory audits to determine inventory levels and needs.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Complete requisition forms for inventory and supplies.
- Complete requisition forms for inventory and supplies.

KEY SKILL

Coordination
Teamwork
Coordination
Organization
Planning
Time management
Reporting skills
Inventory control
Documentation skills
Equipment maintenance
Data entry skills
Dependability

INTERESTS

Football
Cricket
Volleyball

Warehouse Man & Forklift operator Southern Food L.L.C - (Salalah, Oman)

August 2015 to March 2017

- Management of Customer Stocks.
- Major areas are Receiving, Picking, Put Away and Packing and handles RF.
- Ensures the SOP is followed and without errors.
- During Receiving cross verifies the packing list/Receiving Tally Sheet and physical product any discrepancies found Non-Conformance Report would be raised.
- Most of the major customer containers are handled and received.
- On Dispatch pick list is verified with delivery sheet and ensure to pick the exact item from the location and pallet id and cross verify again before leaving for the dispatch.
- Loading and offloading goods from trucks & container.
- Conducted monthly inventory of goods.
- Maintained forklift equipment to ensure proper functioning of the equipment
- Completed Forklift operator training annually provided by company.
- Optimizing loads to ensure operational efficiency.
- Securing loads to the machine before transportation.
- Inspecting for damages to vehicles.
- Scheduling vehicles for maintenance and repairs.
- Operating and managing technical equipment.
- Picking and wrapping orders for shipment.
- Identifying workplace safety hazards.
- Adhering to safety management standards.
- Adhering to production schedules.
- Ensured organization and security of all materials in storage area.

EDUCATION

10th - Darul Hidayah Orphanage HSS – Pookkarathara(2007-08)
12th – ISS Ponnani(2009-10)
Diploma in Mechanical Engineering – (IME-2011-2013)

CERTIFICATION

- Certification in 'Managing Safety' from institution of occupations safety and Health (IOSH).

TECHNICAL SKILL

Certified and able to operate the following material handling equipment's.

- Counter balance Electric Forklift
- Counter balance Diesel Forklift
- Hand Pallet Truck (Automated / Motorized)

COMPETENCIES

- Can easily fit in to any teamwork with greater level of self-motivation and determination.
- Willingness to accept challenging tasks.
- Relationships with superiors, subordinates, suppliers & Customers

SOFTWARE PROFICIENCY

- MS Office
- Open ERP

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars.

Place:
Date:

Naveen Raj
