

Name: **PRINCE P MATHEW**

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**Positionn: WAREHOUSE & RECEIVING IN-CHARGE/STORE
IN-CHARGE/SPARE PARTS CONTROLLER/
STORE SUPERVISOR.**

Qualified: Diploma in Automobile, EICT Polytechnic College, Tamilnadu.

CREDINTIALS

- Relevant Carrier Experience: over 8.4 years.
- Fluency in languages: English, Hindi, Malayalam.
- Knowledge in Arabic.
- Knowledge in Computer Applications (ORACLE,MANAGEMENT SYSTEM,OUTLOOK,MS OFFICE,WORD & EXCEL).
- Knowledge of driving forklift.
- Knowledge of driving light vehicle (KSA & Indian license holder).

**PREVIOUS COMPANY: AS SUPERMARKET & FANCY CENTRE,
KOLLAM ,KERALA, INDIA.01/09/2020 TO 30/11/2021**

Position:STORE SUPERVISOR

Responsibilities:

- 1.Preparation of monthly stock report.
- 2.Stock card maintenance.
- 3.Preparation of receipt voucher.
- 4.Preparation of issue voucher for other customers.
- 5.Arranging issuance to customers.
- 6.Preparation of requisition for Materials.

- 7.moving items arranging as per customer request.
- 8.Follow up with vendors, traffic department and logistic department.
- 9.Materials receiving from supplier.
- 10.Materials quality and quantity checking.
- 11.Materials inspection while receive with QA/QC inspectors.
- 12.Invoice checking,while receive and issue.
- 13.Office file maintenance.
- 14.Time keeping for workers.

Experience:

<u>Job Title</u>	:	<u>Store Supervisor</u>
Commencement Date	:	01/09/2020
Completion Date	:	30/11/2021
Scope of Work	:	Hands- on- experience as a supervisor to perform business and store operations for various products in any mall and building industry. Deep knowledge of executing supervisory qualities, executing training sessions and implementing building plans and implementing building plans and strategies to meet sales objectives appropriately. Proficient in Microsoft Office Products, enterprise resource planning programs, POS equipment, and related computer applications. Familiarity with accounting concepts and arithmetic abilities to perform accurate calculations. Receiving of Materials From different vendors, checking the receipt counting and based on company rule, arranging for quality checking and system acceptance, issuing materials to supermarket and also to customers, issuing& materials through system, documentation, involving, managing the employees and all store operations, checking stocks and follow up with purchasing get am for purchasing new stocks, making monthly inventory, monthlystore inspection and update theist aging, arranging stocks as pert he receipts, time keeping.

Previous Company Name: ZAMIL AIR CONDITIONING AND REFRIGERATION SERVICES CO.LTD, DAMMAM, KSA.

Since 03/07/2013 to 31/08/2020.

**POSITION : WAREHOUSE & RECEIVING IN-CHARGE/STORE
IN-CHARGE/SPARE PARTS CONTROLLER**

Since 03/07/2016 to 31/08/2020.

★ Responsibilities:

1. Preparation of monthly stock report.
2. Stock card maintenance.
3. Preparation of receipt voucher.
4. Preparation of issue voucher for other warehouses & customers.
5. Arranging issuance to other warehouse and also to customers.
6. Preparation of requisition for Materials.
7. Machine and tools arranging for site work & for customers.
8. Follow up with vendors, traffic and logistic department.
9. Materials receiving from supplier.
10. Materials quality and quantity checking.
11. Materials inspection with QA / QC inspectors.
12. Materials tagging and arranging with forklift.
13. Invoice checking.
14. Office file maintenance.
15. Time keeping for workers.

★ **Experience:**

- **Job Title** : **Warehouse & Receiving In-charge/Store In-Charge/Parts Controller**
- **Commencement Date** : **JULY 2016**
- **Completion Date** : **AUG 2020**
- **Scope of Work** : **Receiving of materials from different vendors, checking the receipt, counting and segregation based on company part numbers, arranging for quality checking and system acceptance, issuing materials to other warehouses in KSA & GCC and also to customers, issuing & positing materials through system, documentation, involving, managing the employees and all warehouse operations, checking stocks and follow up with purchasing team for purchasing new stocks, making monthly inventory, monthly warehouse inspection and update the staging, arranging stocks as per the receipts,time keeping.**

POSITION : RECEIVING IN-CHARGE

Since 03/07/2014 to 03/07/2016

★ **Responsibilities:**

1. Preparation of receipt voucher.
2. Preparation of issue voucher for other warehouses & customers.
3. Arranging issuance to other warehouse and also to customers.
4. Machine and tools arranging for site work & for customers.
5. Follow up with vendors, traffic and logistic department.
6. Materials receiving from supplier supplier by Air & Sea.
7. Materials quality and quantity checking.
8. Materials inspection with QA / QC inspectors.

9. Materials tagging and arranging with forklift.

10. Invoice checking.

11. Office file maintenance.

★ **Experience:**

➤ **Job Title** : **Receiving In-charge**

➤ **Commencement Date** : **JULY 2014**

➤ **Completion Date** : **JULY 2016**

Scope of Work : **Receiving of materials from different vendors, checking the receipt, helping co-workers for counting and segregation based on company part numbers, arranging for quality checking and system acceptance, issuing materials to other ware house, issuing & positing materials through system, time keeping, documentation, involving, managing the employees and all warehouse operations.**

POSITION : Warehouse Man

Since 03/07/2013 to 03/07/2014

★ **Responsibilities:**

1. Preparation of monthly stock report.
2. Stock card maintenance.
3. Preparation of receipt voucher.
4. Preparation of issue voucher for other warehouses & customers.
5. Arranging issuance to other warehouse and also to customers.
6. Preparation of requisition for Materials.
7. Machine and tools arranging for site work & for customers.

8. Materials receiving from various supplier supplier by Air & Sea.
9. Materials quality and quantity checking.
10. Materials inspection with QA / QC inspectors.
11. Materials tagging and arranging with forklift.

★ **Experience:**

- **Job Title** : **Warehouse Man**
- **Commencement Date** : **JULY 2013**
- **Completion Date** : **JULY 2014**
- **Scope of Work** : **Receiving of materials from different vendors, checking the receipt, counting and segregation based on company part numbers, arranging for quality checking, issuing materials to other warehouses in KSA & GCC and also to customers and all warehouse operations.**

PERSONAL INFORMATION

Nationality : **Indian**

Date of Birth : **23/05/1989**

Marital status : **Married**

Contact Details: **+971523347445**

Email: prince.allum@gmail.com

PASSPORT DETAILS

Passport no : T1915717
Place of issue : RIYADH
Date of issue : 26/12/2018
Date of expiry: 25/12/2028

DECLARATION

I solemnly declare that all the information furnished above is correct and complete to the best of my knowledge and belief.

PLACE : UAE

PRINCE P MATHEW

DATE :