



RANADEV TR

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LINKS

www.linkedin.com/in/ranadev-tr

PROFESSIONAL SUMMARY

A highly skilled, talented Office/Store Assistant with diverse experience in logistics retail units for major retail Healthcare and consumer logistics operation is looking for a challenging position as Sales Merchandiser an environment that will enhance my skills and proficiency in the mentioned filed.

WORK HISTORY

Office Assistant 05/2021 - Current
NMC Healthcare, Corporate, Dubai, United Arab Emirates

- Assisting the Office Team on the day-to-day activities in the Division.
- Coordinating the functions in the Division by maintaining all communications, Faxes & Enquiries relevant to the division.
- Registering all vital communications with customers and key individuals for follow up action.
- Ensuring systematic filling of all the relevant documents and correspondences for easy retrieval and access to data.
- Preparing and Types relevant forms and covering letters for all submission works.
- Scheduling the appointments of the Key Personnel in the department and does the follow up on the same.
- Ensuring the office supplies, stationery and consumables are requisitioned in a timely manner.
- Ensuring all the safety and precautionary procedures are followed against Fire, Work Safety, Health and Hygiene.
- Reporting to the Head of the Department on the Day-to-day activities

Store Assistant 10/2018 - 04/2021
NMC Trading LLC, Dubai, United Arab Emirates

- Ensuring care is taken in systematic loading & unloading of goods as per the order of delivery and to minimize damages in transit by following proper handling procedures.
- Ensuring the vehicles used for the transport of goods are operating in the optimum temperatures stipulated by the manufacturer of the goods transported and the quality or packing of the goods is not compromised at any given point of time.
- Strictly following FIFO in stock picking and ensures that the Stocks picked reflect the Batch or Expiry Dates mentioned in the Invoice.
- Ensuring all the picked stocks are packed and labeled properly with supporting documentation and approvals after confirming the destination and customer before the delivery is mobilized.

- Assisting in the Shrink wrapping of Offer packs as and when stipulated by the Section In-charge
- Ensuring a thorough knowledge of the characteristics and method of handling the stocks kept in the assigned section.
- Ensuring adequate knowledge of Ideal Goods handling and Storage Practices, Hygiene, Health, Fire & Safety standards and Cold Chain Management & procedures.
- Assisting in the periodic exercise of tallying and reconciliation of stocks as stipulated by the company.
- Assisting in ensuring tour-ready conditions in all the warehouse store areas and other premises with good house-keeping practices.
- Reporting all related feedbacks, issues and grievances to the Section In-charge/Stores Manager/Warehouse Manager on a day-to-day basis.

SKILLS

- Prompt and Efficient deliveries- (Time Management).
- High Standards of Hygiene, Safety & Cleanliness.
- Minimum Damages of goods in Transit.
- Relationship with Trade.

EDUCATION

Kerala Board of Education, Kerala-India,
Higher Secondary (Commerce)

Kerala Board of Education, Kasaragod-Kerala,
S.S.L.C

ADDITIONAL INFORMATION

Driving License:
 Holding a valid UAE Driving License
 License No:4202738

PERSONAL DETAILS

Father Name: Rameshan
Date of Birth: 16-June-1997
Marital Status: Single
Nationality: Indian
Languages: English, Hindi, Tamil & Malayalam
Local Address: Al Nahda, Dubai, United Arab Emirates
Permanent Address: Thekkekara House, Uduma, Kasaragod, Kerala, India
Passport No: P1014345
Issue Date: 08-July-2016
Expiry Date: 08-July-2026
Place of Issue: Kozhikode
Visa Status: Employment Visa