



AJMAL K K
STOREKEEPER

CONTACT



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Location

Abu Dhabi, UAE



SKILLS

- Team Collaboration
- Inventory Management
- Stock Replenishment
- Warehouse Organization
- Order Processing
- Stock Control and Auditing
- Record Keeping and Documentation
- Quality Control
- Data Entry for Inventory Systems
- Material Handling
- Time Management
- Communication Skills
- Inward Goods Management
- Outward Goods Processing
- Inventory Tracking
- Warehouse Organization



JOB PROFILE

Detail-oriented professional with experience in storekeeping and warehouse assistance, proficient in managing inward and outward inventory flows. My background also includes internship experience and a strong foundation in sales, providing me with a well-rounded understanding of supply chain management and customer service. Skilled in maintaining accurate stock records, optimizing warehouse operations, and supporting sales efforts. Seeking to leverage my comprehensive skill set to contribute to the efficiency and growth of a forward-thinking organization.



PROFESSIONAL EXPERIENCE



STOREKEEPER

AL KHAYAM | ABU DHABI , UAE
CURRENTLY WORKING

- Maintain accurate inventory records by logging all incoming and outgoing stock, using inventory management software.
- Organize and label stock in a systematic manner to ensure easy retrieval and minimize misplacement or loss of items.
- Monitor stock levels regularly, conducting periodic inventory audits to identify discrepancies and take corrective actions.
- Coordinate with suppliers and vendors for timely replenishment of stock, ensuring continuous availability of essential items.
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- Issue and distribute materials, tools, and supplies to different departments as per their requirements, maintaining proper documentation.
- Ensure proper handling and storage of goods, adhering to safety guidelines and preventing damage or deterioration of stock.
- Prepare and generate inventory reports for management, highlighting stock levels, shortages, and any significant trends.



WAREHOUSE ASSISTANT

CHASE SHIPPING AND LOGISTICS SERVICE

- Assist in receiving shipments, verifying quantities and quality of goods, and accurately documenting deliveries in inventory records.
- Unload, unpack, and organize goods in the warehouse, ensuring items are stored in the correct locations and are easily accessible.
- Prepare orders for dispatch by picking, packing, and labeling items according to customer or internal department requirements.
- Maintain accurate inventory records by updating stock levels in the inventory management system after every transaction.
- Assist in conducting regular inventory audits to identify discrepancies and report any shortages or overages to the warehouse manager.
- Ensure that the warehouse is clean, organized, and free of safety hazards, following health and safety regulations.
- Assist in the organization and maintenance of the warehouse layout, optimizing space utilization and workflow efficiency.

EDUCATION

INTERNATIONAL DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

Dubai University

BA MASS COMMUNICATION AND JOURNALISM

Calicut University

COMPUTER KNOWLEDGE

SAP

EXCEL

LANGUAGE

English

Hindi

Tamil

Malayalam

CERTIFICATES

- CERTIFICATION IN ADVANCE EXCEL
- CERTIFICATION IN SAP MM

PERSONAL DETAILS

- Nationality : Indian
- Date Of Birth : 30/11/2000
- Marital Status : Single
- Passport No : W1781479
- Expiry Date : 14/06/2032

MANAGE INWARD & OUTWARD FLIPKART WAREHOUSE | BENGALURU

- Coordinate the receipt of incoming goods, verifying the accuracy and quality of items against purchase orders and delivery notes.
- Ensure proper documentation for all inbound shipments, including signing off on delivery receipts and updating inventory records.
- Organize the storage of incoming goods in designated warehouse areas, ensuring items are stored systematically for easy retrieval.
- Oversee the dispatch of outbound goods, ensuring orders are picked, packed, and labeled correctly for accurate delivery.
- Maintain accurate records of all inward and outward movements, updating inventory systems in real-time to reflect changes.
- Inspect goods upon arrival and before dispatch to ensure they meet quality standards and are free from damage.

INTERN EFS FREIGHT FORWARDERS SERVICE | ERNAKULAM

- Assist in the development and implementation of marketing campaigns, learning about branding, social media, and outreach.
- Maintain confidentiality and professionalism while handling sensitive information or interacting with clients and stakeholders.
- Provide feedback on your experience and suggest improvements to help enhance the internship program for future interns.
- Provide support to customer service or client-facing teams, learning how to handle inquiries and provide solutions.
- Analyze data and create reports to help teams make informed decisions based on current trends and information.
- Conduct competitor or market analysis to gather insights that can help the company improve its products or services.

SALES LIFESTYLE INTERNATIONAL STORE | ERNAKULAM

- Identify and target potential customers through cold calling, networking, and market research to generate leads and build a client base.
- Present and promote company products or services to existing and potential customers to drive sales.
- Develop and maintain strong relationships with clients, providing exceptional customer service and support.
- Prepare and deliver sales presentations, proposals, and product demonstrations to prospective clients.
- Meet or exceed monthly, quarterly, and annual sales targets by actively pursuing new business opportunities.

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

AJMAL K K