

CURRICULUM VITAE

Amarjit Kumar

39 ST. BUR DUBAI

NEW ROLLA

DUBAI UAE

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CAREER OBJECTIVE

To learn and excel in the organization, I want to see myself as an important part of an organization's success with my knowledge and experience I hold with my work. I would make sure that I grow with the growth of the organization.

WORK EXPERIENCE

Executive Assistant

(AL MAYA TRADING LLC 2017 - 2022)

- Store items in an orderly and accessible manner in warehouse or other area.
- Clean maintain supplies tools and equipment.
- Mark stock items using identification tags or stamp.
- Examine and inspect stock items for defects and report any damage to supervisors.
- Provide assistance or distribution to other stock room.
- Prepare and maintain records and reports of inventories, price list and shortage.
- Ensure all materials and components are identifiable according to specification.
- Move supplied to proper storage areas using stacker and trolley.
- Stocks and goods transfer.
- Arranging stock by categories.
- Replacement of stocks by categories.

TECHNICAL SKILL

- MS Office
- Internet
- WMS (Warehouse Management System)

MAX GROWTH CAPITAL PVT.LTD 2014-2016

- Doing outgoing and incoming stocks.
- Pack and unpack items to be stored on shelves in warehouse/ stock room.
- To receive and count stock items and record data manually.
- Able to deal with pressure in handling customer complaints, pricing and discounts.
- Replenish stocks.

Language Know

- English,Hindi,Punjabi

Qualification

- 10th passed From **Punjab School Education Board.**
- 12th passed From **Punjab School Education Board.**

Personal Profile

Father Name	:	Sh. Resham Lal
DOB	:	November -30- 1989
Marital status	:	Married
Nationality	:	Indian
Passport No	:	M1277391
Passport Expire Date	:	19-08-2024
Visa Status	:	Visit visa

Signature

Amarjit Kumar