



# Suman Shrestha

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## Objective

To contribute my best of knowledge and skills to become a part of any organization which will trust on my capability and honesty. A motivated, adaptable and responsible seeking position which will utilize the professional and technical skills through my past experiences.

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## Experience

- **Dulsco LLC, UAE (Talabat)** 2023 -  
Warehouse assistance ( Frozen, Chiller, Dry )
  - Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
  - Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
  - Checked packages and merchandise for damage and notified vendors.
  - Loaded, unloaded, and moved material to and from storage and production areas.
  - Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.
  - Verified quantity and description of materials received by checking merchandise against packing list.
  - Unpacked and repacked items in different quantities and configurations for shipment.
  - Used handheld scanners to efficiently track and maneuver freight throughout distribution network.
  - Assisted in receiving, stocking and distribution of merchandise.
  - Strapped items down over protective padding to secure throughout transportation.
  - Used machinery and equipment such as box cutters, shrink-wrap guns and electric pallet jacks.
  - Helped train new employees in safe practices and warehouse procedures.
  - Maintained clean, orderly work environment free of hazard. Assisted with receiving and stocking inventory in accordance with warehouse procedures.
  - Participated in inventory count and audit to ensure accuracy.
  - Collaborated with team member to fulfill orders and meet deadlines. Move inventory and materials across facilities
  - Sort, organize and store inventory in the proper location.
  - Scan delivered items and ensure quality.
  - Report damaged or missing inventory to supervisors.
  - Move materials from facilities to workstations, pick-up locations, or other locations.
- **Samsung Electronics Display (M) Sdn Bhd, Malaysia** 2013 - 2016  
Production operator
- **Aakar The Designers, Nepal** 2009 - 2012  
Office Boy
  - Maintaining office equipment
  - Handling files and papers
  - Handling incoming calls and other communication
  - Performing other general office clerk duties
  - Greeting clients and visitors
  - Keeping the office premises clean
  - Reception work
- **Norvic International Pharmacy, Nepal** 2007 - 2009  
Assistant
  - Check for expired medications and discard it properly.
  - Help customers find what they need or send them to the pharmacist for more help.
  - Assist in pharmacy and sterile room cleanliness.
  - Give general assistance with daily pharmacy activities
  - Check inventory and restock drugs and other items.
  - Taking inventory of all medication and pharmaceutical supplies.
  - Ensuring that work areas are organized and clean.

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## Education

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- **Shree Bhairum Secondary School**  
S.L.C

2006

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## Skills

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- Ability to work well with others
- Teamwork | Customer Service | Organizational
- Inbound | Outbound
- Picking | Packing
- Inventory
- Receiving
- Document management

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## Languages

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- English
- Hindi
- Nepali