



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.

Experience

- **Dulscos 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.

Education

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

2006

Skills

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

Languages

- English
- Hindi
- Nepali