

CURRICULAM VITAE OF

RAJA

Mobile : (91 – 9360344250, 9841407150)

E-mail : rajam1993.sr@gmail.com



OBJECTIVE

Seeking a challenging career in an organization where I can effectively apply my skills and which provides an ample opportunity for mutual growth and improvement.

EDUCATION QUALIFICATION

Higher Secondary Education (HSC)- Tamil Nadu, INDIA.

(Major: Accountancy.)

- 2009

Industrial Training Institute, Guindy.

- 2012

COMPUTER QUALIFICATION

- Software. : MS Office- (Word, Excel, Power Point & Outlook Express and Adobe Photoshop & Tally 7.5.
- Other Skills. : Typing speed of more than 45wpm.(English)

WORK EXPERIENCE

1. **Company name** : **MASSAR SOLUTIONS PJSC.,
ABU DHABI, U.A.E.**

Period : **From 11 DEC 2014 to 2019**

Position : **ASSITANT STORE KEEPER**

MASSAR SOLUTION provide a comprehensive range of services across fleet management, vehicle rental and supply chain solutions segments to government, semi-government and private sector clients operating in the UAE's industrial and commercial sectors.

KEY PERFORMANCE INDICATORS:

Operational:

- Receives checks, correctly identifies, bin and stocks all equipment, material, spare parts and chemical in locations.
- Directs staff in the correct stacking (to international standards) or appropriate storage of materials.
- Verifies that materials received are in accordance with purchasing orders and passes to immediate supervisor.
- Identifies packaging which is damaged upon arrival and advises supervisor prior to opening in order that an inspection can be immediately carried out.
- Issues, in accordance with instructions from supervisor and against correctly authorized material issue documents, various materials, spares, equipment, chemicals and other consumables to parties requiring supplies.
- Issues materials on the basis of "first in first out" (FIFO) system in order to rotate stock which may have an expiry date, originates documentation required to accompany issued materials and ensures that materials are located in the correct dispatch areas.
- Receives returned materials, checks that items are correctly labeled, packed and protected for transit and storage.
- Ensures that materials are in good and usable conditions prior to storage.
- Updates record cards with receipt and new balances in stock.
- Records all movements of store contents on appropriate bin card to indicate receipts, issues and stock balance after each receipt or issue so that the bin card accurately reflects the contents in stock.

- Ensures that all items of stock materials in the warehouse are adequately and correctly protected prior to placing on the metal shelving by arranging for the hot dipping of bright steel items, wrapping in recommended protective cartons in use and the like.
- Ensures that such items as rubber, electronic or volatile liquids are stored under appropriate conditions where temperatures can be monitored and controlled in order to retain the quality of the items.
- Upon receipt of sensitive electronic parts and chemicals, indicates on the label details of receipt on expiry date of materials.
- Directs and participates in maintain storage areas in a clean and orderly condition by directing appropriate staff in that activity.
- Ensures that mandatory safety standards are applied in the handling of dangerous inflammable or toxic materials in order that staffs are adequately protected when handling such items.
- Performs related duties as assigned by the supervisor, such as assisting with continuous physical check of inventories, reporting on usage frequency of stock items, and the like.

2. Company name : **Chennai Petroleum Corporation Limited (CPCL).
MANALI, Tamil Nadu, INDIA.**

Period : **From Jan 2011to Nov 2013**
Position : **STORE IN CHARGE**

3. Company name : **Chennai Petroleum Corporation Limited (CPCL).
MANALI, Tamil Nadu, INDIA.**

Period : **From May 2020 to Oct 2023**
Position : **STORE IN CHARGE**

PERSONAL DETAILS

Full Name : RAJA
Nationality : Indian
Date of Birth : 18.01.1993
Sex : Male
Marital Status : Married

PASSPORT DETAILS

Passport Number : **X9941845**
Place of Issue : Chennai
Date of Issue : 06.06.2023
Date of Expiry : 05.06.2033

LANGUAGES KNOWN

English, Tamil (Read & Write), Hindi, Arabic.

JOB PROFILES

- Ability to work well under pressure without losing confidence.
- Ability to manage multiple duties and easily adaptability to situations.
- Excellent problem solving skills with a strong technical background, good interpersonal and communication skills
- Sincere, honesty, hardly and dedicated.

I hereby declare that the particulars given by me are true and correct to the best of my knowledge and belief.

(Raja .)



भारत सरकार
GOVERNMENT OF INDIA



श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR AND EMPLOYMENT

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्
NATIONAL COUNCIL FOR VOCATIONAL TRAINING

राष्ट्रीय व्यवसाय प्रमाण-पत्र NATIONAL TRADE CERTIFICATE

श्री/श्रीमती/कुमारी

सुपुत्र/पत्नी/सुपुत्री श्री को

..... में

प्रशिक्षण पूरा करने और माह सन् दो हजार

में आयोजित की निर्धारित व्यवसाय

परीक्षा में उत्तीर्ण होने पर यह व्यवसाय प्रमाण-पत्र प्रदान किया जाता है

Shri / Shrimathi / Kumari **M. RAJA**

Son/Wife/Daughter of Shri **R. MUNIYANDI**

having completed the course of training at **GOVT. INDUSTRIAL TRAINING**

..... **INSTITUTE (NORTH) CHENNAI- 600 032.** *and passed the*

prescribed trade test in the trade of **FITTER**

held in the month of **JULY 2012.**

is awarded this Trade Certificate

सचिव

Secretary

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्

National Council for Vocational Training

सचिव

Secretary

राज्य व्यावसायिक प्रशिक्षण परिषद्

State Council for Vocational Training

प्रशिक्षण अवधि

.....से.....तक

Period of Training

From **AUGUST 2010** To **JULY 2012**

स्कूल के प्रमाण-पत्र में दर्ज जन्म-तिथि

Date of Birth as recorded in School **Certificate** **18-01-1993**

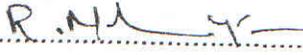
पता

Address **8A MA. PO. C STREET 22AN ROAD PERIYATHOPPU MANALI**

प्रधानाचार्य **CHENNAI- 600 068.**

Principal

तारीख

Date **21-JULY-2012** 

Principal
Govt. Industrial Training Institute
Guindy -600 032.

GOVERNMENT OF TAMIL NADU

I No. 1018712

OFFICE DIRECTOR OF EMPLOYMENT AND TRAINING, CHEPAUK, MADRAS-5

PROVISIONAL NATIONAL TRADE CERTIFICATE

Thiru / ~~XXXXXXXXXX~~ M. RAJA
Son / ~~XXXXXXXXXX~~ of Shri MUNIYANDI
Roll No 0078941 having Completed the course of training at
GUINDY. INDUSTRIAL TRAINING INSTITUTE, GUINDY, CHENNAI-32 and
Passed the prescribed trade test in the trade of FITTER
held in the month of JAN- 2012
Is awarded this Certificate Provisionally

The National Trade Certificate will be issued by the National
Council for Vocational Training

Period of Training form AUGUST-2010 to JULY- 2012
Character : GOOD

TRADE TEST MARKS

Subject	Max.Marks	Marks obtained
1. Trade Practical	400	362
2. Trade Theory	120	81
3. Wis Cal. & Science	60	52
4. Engineering Drawing	70	40
5. Social Studies	50	52
Total	<u>700</u>	<u>587</u>

Date of birth as recorded in the School Certificate 18-01-1993

R. M. J.
(Signature of Principal of ITI)
Principal
Govt. Industrial Training Institute
Guindy, Chennai- 600 032.

D. S. S. S.
Secretary
(Secretary S.O.M.T.I for
Vocational Training

M. Prepared by
D. Checked by

(Signature of Certificate holder)

Date :

Date : 26-MAR -2019
Ref : MS/HR/EC/0319/106995

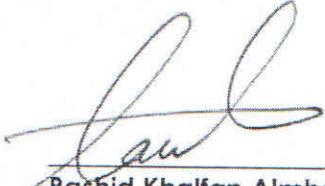
TO WHOM IT MAY CONCERN

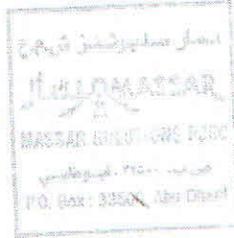
This is to certify that Mr. Raja Muniyandi was employed by us earlier, bearing the following details:-

NAME	RAJA MUNIYANDI
EMPLOYEE ID NUMBER	106995
DESIGNATION	STORE KEEPER
DATE OF JOINING	11-DEC-2014
LAST WORKING DAY	07-FEB-2019

This certificate is issued upon the request of the employee, without any liability / responsibility towards the company, or its officials.

Best regards,


Rashid Khalfan Almheiri
Human Resource Manager





x9941845

पिता / कायुनी अधिदायक का नाम / Name of Father / Legal Guardian

MUNIYANDI

माता का नाम / Name of Mother

LAKSHMI MUNIYANDI

पति या पत्नी का नाम / Name of Spouse

MUTHUMARI

पता / Address

NO 24/1 CHINNAKANNU STREET PERIYATHOPPU

MANALI, CHENNAI

PIN: 600068, TAMIL NADU, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

L2283632 21/06/2013 CHENNAI

फाइल नं. / File No.

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