

# CURRICULUM VITAE

## **Chandar. A**

Mob No: +971-557925110

Email: [chandarazhagu2708@gmail.com](mailto:chandarazhagu2708@gmail.com)

Dubai, UAE



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## **Storekeeper**

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### **Personal Summary**

A professional with 5 years of experience in warehouse management and storage of goods. Seeking a challenging position in a stimulating and growth oriented environment that capitalizes on my skills and assume a responsible position and carry me organization to the top along with me. A team player and highly motivated individual willing to learn new technologies, Able to adapt to different work culture and always ready to accept new challenges.

### **Work Experience**

Worked as **Storekeeper** at **Arabian Automobiles Co LLC**. from November 2018 onwards. Arabian Automobiles is the flagship company of AW Rostamani group and sole distributor for Nissan, Infiniti and Renault cars in Dubai and Northern emirates.

### **Job Responsibility**

- Receive the materials ordered by the purchase department and supplied by the vendors in a proper maintains as per the laid down procedure.
- Ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- Ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- Allocate appropriate location for new parts.
- Replenishment of stock from secondary locations to primary.
- Ensure that shipments are received in system without any delay.
- Ensure efficiency is achieved in operation on day-to-day basis.
- Support sales requirements as and when required – urgent requirements from inbound shipments.
- Monitor and control the storage utilization.
- Arrange to conduct cycle count, annual stock count and investigate for discrepancies.
- Timely submission of inbound claims to the principles / Insurance Company and follow up with them for early settlement of claims.
- Support in conducting Annual Physical Counts at PDC & at all the branches.
- Ensuring that the health, safety, cleanliness and security of work environment.

## Academic Qualifications

- **ITI, Mechanical Motor Vehicle (MMV)** from Mahalakshmi, ITI, Cuddalore, Tamilnadu, India on 2012.
- **Diploma in computer application**, AutoCAD, India on 2012.
- **Higher Secondary School Certificate (HSC)** State board of Tamilnadu, India on 2010.
- **S.S.L.C** State board of Tamilnadu, India on 2010.

## Skills

- Excellent Communication Skills.
- Excellent time and manpower Management.
- Skilled in MS Office Excel, MS Word, MS PowerPoint.
- Ability to quickly grasp new concepts and technology.
- Excellent problem-solving & organization skills.

## Languages known

- English, Hindi, Tamil, Malayalam.

## Personal details

Date of birth:	27-04-1993
Nationality:	India
Passport Number:	V8524278
Visa Status:	Visit Visa

## Declaration

I hereby declare that the above given details are true and correct to the best of my knowledge and belief. Hoping for your kind attention and response.