



DEEPU RAJU

STORE KEEPER

AL-NAHDA, DUBAI

deepuraju644@gmail.com, +971523092285

SKILLS

MS Office & SAP

Leadership

Problem solving

Time management

Negotiation

VISA & AVAILABILITY

Visa Status: Visit Visa

Expiry: 25-07-2025

Availability: Immediate

EDUCATION

**Bharata Mata College,
Kochi**

BA Economics 2012 to 2015

LANGUAGES

English

Hindi

Tamil

Malayalam

SUMMARY

As a Store in Charge, responsible for maintaining accurate inventory records, conducting regular audits, and implementing systems to minimize discrepancies and optimize stock levels. Also skilled in organizing warehouse spaces and ensuring timely and efficient workflow.

EMPLOYMENT HISTORY

**STORE KEEPER - REDEC POOLS & LANDSCAPES LLC-
March to May 2025**

- Monitor stock levels and order new supplies as needed.
- Receive and check all incoming goods
- Maintain accurate records of inventory and issue stock documentation
- Liaise with suppliers regarding stock shortages and delivery
- Handle cash transactions, including supporting documentation and reconciliation
- Ensure storeroom is maintained in an orderly and safe condition
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SUPERVISOR CUM STORE KEEPER

**BITI Ships & Boats Maintenance Services Co. - Oct 2024 to
February 2025**

- Managing workflow by assigning daily works to employees.
- Ensuring safe and healthy procedures as per the company policy.
- Evaluating performance and providing feedback on a daily basis.
- Resolving disputes between employees.

WAREHOUSE EXECUTIVE

High range Valley Pvt Ltd Jun 2021-Jan 2023

- Oversee the receipt, storage, and distribution of warehouse inventory.

<p>CERTIFICATIONS & TRAINING</p> <p>SMEC LABS, KOCHI</p> <p>PG Diploma in Shipping and Logistics September 2023 to March 2024</p> <p>Inventory Management</p> <p>Supply chain management</p> <p>Export & Import Documentation</p> <p>Warehousing & Distribution operations</p> <p>Material Management</p> <p>Air Cargo shipping</p> <p>Quality Management & Customer Service</p> <p>Training in Shipping Documentation</p> <p>Asian Freight Forwarding Pvt Ltd</p>	<ul style="list-style-type: none"> • Monitor and control inventory levels, stock accuracy and stock rotation and Preparing Expiry reports • Trip scheduling and maintain the store neat and tidy. • Ensure that all warehouse operations are performed in compliance with company policies and procedures. • Stock the materials in proper manner in the appropriate category wise. • Maintain records and documentations concerning inventory, orders, and shipments. • Manage and coordinate warehouse equipment maintenance and repair. • Carry out periodical physical verification and assess the stock position. <p>CONDUENT BUSINESS SERVICES INDIA LLP Transaction Processing Analyst Dec 2015-May 2021</p> <ul style="list-style-type: none"> • Adjudication and Adjustment process of Insurance claims. • Dealing with both professional and institutional claims Process Adjudication for resolving payment and denial of claims. • Knowledge in handling EOB, COB, Duplicate claims, Historical claims, Price and Adjudication and Corrected claim Processing including OCL Updation. • Knowledge of healthcare insurance policy concepts including HIPAA, in network, out of network providers, deductible, coinsurance, Co-pay, out of pocket etc. • Ensured accurate and timely completion of transaction within the time. • Resolving complex situations following pre- established guidelines. • Developed and maintained a solid working knowledge of Healthcare Insurance industry and all of it Resolving complex situations following pre- established guidelines. • Developed and maintained a solid working knowledge of Healthcare Insurance industry and all of its products and services.
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