



KIRAN BABURAN

SHIFT LEAD

PERSONAL DETAILS



+971545451589



Kiranramani7552@gmail.com

Nationality - India
D.O.B - 02.02.2000
Marital status - Single
Gender - Male
Passport No - T1241828
Visa status - Visit Visa

EDUCATION

**Secondary school leaving
certificated (10th)**

Kerala , India

**Plus Two
from Bord of Higher
secondary Education**

Kerala , India

SKILLS

- Leadership
- Decision making
- Problem Solving
- High pressure handling
- Hard working and dedication
- capability of work under pressure
- computer literacy
- service coordination

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

CAREER

To seek a responsible and challenging position within a reputed organization in the field of stock and invest all my professional skills experience to the optimum level to facilitate continued career growth and to produce best results for the organization receiving items, placing goods on shelves, checking invoices, weighting packages, and reporting to Logistics Office.

WORK EXPERIENCE

SHIFT LEAD

Noon in minutes |, UAE

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Heeding notes about appropriate procedures for handling stock, particularly when fragile.
- Signing delivery notes upon receipt of shipment.
- Unpacking items and arranging these on shelves, if needed.
- Ensuring the warehouse and distribution spaces and tidy and organised.
- Preparing outgoing packages for shipping.
- Unpacking deliveries and moving items to their place of storage .
- Reporting breakages and health and safety risks or incidents.
- Ensuring the warehouse and distribution spaces are tidy and organised.

INVENTORY CONTROL

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- Work in multiple inventory control applications
- Assist in plant inventory audits .
- Recording the important information.
- Train logistics and inventory employees on inventory procedure
- Getting and arranging the plan for having the payment and signature.
- Performing some clerical work.