

LIBIN BENEDICT

Warehouse Assistant

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Deira ,Dubai

SUMMARY

Productive employee with proven track record of successful Project Management and producing Quality outcomes through Leadership and Team motivation. Works with clients to determine requirements and provide excellent service. Quick learner & highly energetic with a keen attitude for learning, adapting, and applying new Knowledge resourcefully.

EXPERIENCE

Warehouse Assistant 2020 - 2023
RELIANCE RETAIL LIMITED INDIA

India's largest fashion retail chain across India.

- Receiving and Processing of incoming stock and materials, filling orders from stock, Managing packing and shipping orders, Organising and retrieving stock in the Warehouse.
- Handling back of the system, Analysing the request and issuing of raw materials, finished goods and return materials, also include data entry for Products, Orders, Inventory, Transportation list etc.
- Monitored inventory to maintain sufficient supply levels to meet Business and Customer needs.
- Inspecting Incoming and Outgoing shipments to identify discrepancies with records.
- Support Reporting, Accounting and Record keeping staff with accurate updates regarding Shipment information.
- Issuing Goods Received Note for each product using SAP Application.
- Created and maintained thorough Quality Management System.
- Collecting, Tracking and evaluating current business data to stay abreast with market trends.
- Conducted evaluations to gauge performance and productivity of Project teams.

Sales Team Leader 2017 - 2020
RELIANCE RETAIL LIMITED INDIA

India's largest fashion retail chain across India.

- Sales, Management and Training/Development background.
- Experience in leading my team to achieve daily goals/targets.
- Worked with associates to elevate skills and performance and provide coaching on new opportunities.
- Gained knowledge in People and Performance Management techniques which is considered as an Asset.
- Completing Sales reports as well as other administrative works on time.

EDUCATION

Bachelor of Commerce (B.Com) 2013 - 2016
Madras University



SKILLS

SAP IS-Retail
SAP BW
MS Office (Excel and Word)
Warehouse Inventory Control & Stock Management
Data Entry & Documentation skills
Equipment Maintenance

LANGUAGES

English Proficient
Malayalam Native
Tamil Proficient

PERSONAL SKILLS

- Multi-tasking Ability and Time Management
- Quick learning and Adaptability