



Merwyn Goveas

WAREHOUSE INCHARGE /
SYSTEM ADMIN / OFFICE CLERK /
DATA ENTRY

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📍 Karama, Dubai

OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

SKILLS

- Communication
- Optimistic and positive attitude
- Data Management
- Creativity
- Leadership

LANGUAGES KNOWN

English, Kannada, Hindi and Konkani

WORK EXPERIENCE

WAREHOUSE INCHARGE

2023 - Nov 2024

*Mathais electronics and appliance
jeppu..Mangalore*

Roles and Responsibilities

- Everyday physical stock checking and report to manager
- Inventory checking and recording both physical and in system.
- Receive new goods and arrange them in proper location,
- Received invoice must be signed and keep in file. Filling and recording.

WAREHOUSE ASSISTANT

2018 - 2022

*Al Faris Equipment Rentals LLC
Dubai*

Roles and Responsibilities

- Prepare daily MI in netsuit as per issue to concern equipment.
- Have to daily issue tools to respected workshops and collect back same day.
- Issue company PPE to give all employees and entry in system everyday as per employee request.
- Note down tyre issues for equipment and monthly enter in the excel sheet and report to headstaff.

OFFICE ASSISTANCE

2014 - 2016

*Qurum Business Group
Muscat Oman*

Roles and Responsibilities

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues

PERSONAL PROFILE

Date of Birth - 11/08/1986

Sex - Male

Nationality - Indian

Marital Status - Married

Religion - Roman Catholic

PERMANENT ADDRESS

Maria Cottage,
Belthangady Kasaba,
Dakshina Kannada
PIN: 574214
Karnataka, India

VISA STATUS :

VISIT VISA

NOTICE PERIOD:

IMMEDIATE

PASSPORT DETAILS

Passport No. - V2037412

Date of Issue - 11/11/2021

Date of Expiry - 10/11/2031

Place of Issue - Dubai

COMPUTER ADMINISTRATOR

2010 - 2013

Pentatech Computers Madikeri

Roles and Responsibilities

- Install operating system (OS) software XP Windows, Windows 2003, Windows 2007, Windows 8, Linux, MS Office installation (2003, 2007 and 2010).
- Repair computer desktops like changing RAM, Installation of processors of old and new PC's.
- Replace desktop hardwares such as Hard disk, SMPS, and replace Hard disk and Ram of Laptops.
- Conduct site duties at Office, School, College and House's to deliver and install new Desktop and computer peripherals.
- Responsible for backups- software and documents

EDUCATION HISTORY

- **Pre University**
Junior College Madikeri
- **SSLC**
St. Mary's High School Mysore
- **Diploma in Computer Application**
Karnataka Computer Academy

ACHIEVEMENTS

- Certified as hardware and networking Engineer at Indian Institute of Hardware technology (IIHT) limited.

COMPUTER SKILLS

- Computer fundamentals
- MS office
- Hardware and software installation

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.