



## NARESH GANDHAM

Warehouse Assistant com Store keeper



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**VISA STATUS: VISIT VISA**

### EDUCATION

- 2014 BA HEC-{dis} - Osmania University
- 2010 Intermediate -CEC- ACCOUNTING Osmania University
- 2008-SSC - State syllabus ZPSS- Mosra

### COMPUTER SKILLS

- iScala ERP
- Ramco ERP
- Oracle
- MS Office- Word, Excel
- Outlook, PowerPoint,
- OneNote, Access Google Drive- Docs, Sheets, Slides, Forms

### LANGUAGE

#### • English

Full Professional Proficiency

#### • Hindi

Native or Bilingual Proficiency

#### • Telugu

Native or Bilingual Proficiency

#### • Malayalam

Full Working Proficiency

#### • Tamil

Elementary Proficiency

### SKILLS

- Inventory Management
- Warehouse Operations
- Shipping and Receiving
- Inventory Control
- Team Leadership
- Problem-Solving
- Attention to Detail
- Communication Skills

### PROFILE

Dedicated and reliable Warehouse Assistant with experience in receiving, storing, and distributing materials in a fast-paced warehouse environment. Skilled in inventory management, order processing, and equipment operation. Seeking to contribute strong organizational and teamwork abilities to a dynamic warehouse team.

### WORK EXPERIENCE

#### Camfil Middle East Fzco , Dubai UAE

Warehouse Assistant July,13 -2023 To Jan,03-2024 Temporary 6 month

- Received, inspected, and stored incoming shipments of materials and products.
- GRN making and physical check & updating
- Transfer of raw materials from warehouse to factory and finish goods transfer to factory to warehouse
- Maintained accurate inventory records using inventory management software.
- Picked and packed orders for shipment, ensuring accuracy and timeliness.
- Keep raw material spars finished products and other stock items well stacked in the designated storage area
- Loaded and unloaded trucks using pallet jacks and forklifts in compliance with safety protocols.
- Perform regular stock checks and reconcile
- Conducted regular inventory counts and audits to reconcile stock levels and identify discrepancies.
- Assisted in organizing and optimizing warehouse layout for improved efficiency.
- Contributed to maintaining cleanliness and organization of warehouse facilities.
- Collaborated with warehouse team members to fulfill customer orders and meet operational goals
- Assist with maintaining inventory records of received and disbursed goods.
- Making GRN , Invoice and inventory records using inventory management software.
- Assist with other warehouse tasks, such as cycle counts. returns processing , and inventory reconciliation, as assigned.
- maintained the trading goods , raw material and finish goods.

#### H&N INNOVATIVE SYSTEM CONTRACTING LLC- (AL BARARI GROUP)

Store keeper May-2021 To 2023 / Sep

##### Inventory Management

- Receive incoming materials and verify their quantity and quality against purchase orders
- Organize and store materials in designated locations, ensuring efficient space utilization and easy accessibility.
- Regularly monitor inventory levels to anticipate stock shortages and place replenishment orders as needed.
- Conduct Routine inventory audits to reconcile physical stock counts with system records and investigate discrepancies.

##### Material Handling

- Handle materials with care to prevent damage or contamination, particularly in the case of sensitive plastic components.
- Maintain proper labeling and identification of materials to facilitate easy retrieval and accurate tracking
- Ensure compliance with safety protocols and regulations during material handling activities.
- Inspecting the construction site and ensuring that all tools and/or equipment are complete and in good shape
- Recording the number of units handled and moved every day using production sheets.
- Organize and retrieve stock in the Store
- Coordinate with other departments to ensure timely delivery of materials to production lines.

##### Documentation and Record- Keeping

- Maintain accurate records of all incoming and outgoing materials, including quantities, dates and suppliers.
- Generate reports on inventory levels, consumption rates, and stock movement for management review.
- Update Inventory management software or database with real-time date to facilitate smooth operations.

##### Coordination

- Maintain accurate records of all incoming and outgoing materials, including quantities, dates and suppliers.
- Generate reports on inventory levels, consumption rates, and stock movement for management review.
- Update Inventory management software or database with real-time date to facilitate smooth operations.

##### Quality Assurance

- Participate in quality control inspection to ensure that incoming materials meet specified standards.
- Implement proper storage practices to preserve the quality and integrity of materials, particularly sensitive plastic compounds.
- Report any quality concerns or deviations from standards to relevant stakeholders for corrective action

## PERSONAL DETAILS

- Total Experience 6 Years
- Dob- 15-AUG-1992
- Nationality – Indian
- Pronoun – He/Him
- Marital Status- Single

## PURE READY MIX AND ASPHALT CONCRETE INDUSTRIES LLC – (BEAVER GULF GROUP) & (RIDDHI SIDDHI GROUP)

### Assistant Store Keeper 2018 – 2021-March

- Managed incoming and outgoing shipments, verifying accuracy of goods received and maintaining detailed records of inventory levels.
- plans and performs work that involves ordering, receiving inspecting, returning, unloading shelving, packing, labeling, pricing, delivering Update logs and documentation for inventory processing
- Move materials from facilities to workstation, pickup locations, or other locations
- Receive and inspect incoming shipments
- Coordinate with supplier's and logistics providers.
- Prepare documentation and inventory for audits
- Organized and optimized warehouse layout to maximize storage space and streamline operations.
- Implemented inventory control procedures to minimize loss and ensure accurate stock counts.
- Prepared and processed orders for shipment, ensuring timely delivery to customers and internal departments.
- Collaborated with purchasing and logistics teams to coordinate inventory replenishment and resolve supply chain issues.
- Trained and supervised junior staff members in warehouse procedures and safety protocols.
- Maintaining accurate records of all incoming and outgoing materials

## DEAL SERVICESS LLC , Sharjah

### Office assistant at RAK BANK Jan-2016 to Feb- 2018

- Answering incoming calls, emails and diverting the urgent ones to the appropriate department
- Taking care of office stationery and its storage
- Forwarding stock orders to fulfill stationery requirements
- Receiving internal and external mails
- co-ordination with sales department
- co- ordination with head office
- Making dally production Reports and filing
- Preparing letters, memoranda, and reports

### Declaration

***I hereby, declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy***

**Naresh Gandham**

**Date**