



## CURRICULUM VITAE

### NAVEEN KUMAR

**Mobile No:** +971 502185029

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### WAREHOUSE ADMINISTRATOR

#### OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience, a place where I am encourage and permitted to be an active participant as well as vital contribute on development of the company.

#### WORK EXPERIENCE

- ✓ Currently working as **Warehouse Administrator** with **IFFCO SEVILLE PRODUCTS LLC** in **Dubai-UAE** **FOR THE PERIOD OF 01years & 1month** to till now
- ✓ Worked as **Store Keeper** with **MH Enterprises L.L.C** in **Dubai-UAE** for the period of **02YEARS**
- ✓ Worked as **Data Entry** with **HCL Technology** in **India** for the period of **01years**
- ✓ Worked as **Accountant** with **Jeevan International** in **India** for the period of **01year**
- ✓ Worked as **Supervisor** with **ICAR National Dairy Research Institute** in **India** for the period of **06month**

#### ACADEMIC QUALIFICATION

- **BCOM**  
Subharti University | **2018-2021**

#### RESPONSIBILITIES

- ✓ Maintaining an accurate inventory of stored goods
- ✓ Receiving, inspecting and logging incoming shipments
- ✓ Packing, labeling and shipping outgoing orders
- ✓ Coordinating with suppliers and customers
- ✓ Conducting regular audits of warehouse stock
- ✓ Organizing and managing warehouse space
- ✓ Managing staff and delegating tasks
- ✓ Ensuring warehouse safety protocols are followed
- ✓ Maintaining warehouse equipment and vehicles

#### DECLARATION

Here I am kindly declared that the above-mentioned details all are true in the best of my knowledge and believe.

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**NAVEEN KUMAR**

#### PERSONAL INFO

Gender : Male  
Nationality : India  
Date of Birth : 17-12-1998  
Married Status : Single

#### PASSPORT DETAILS

Passport No : **R7905115**  
Date of Issue : 04-12-2017  
Date of Expiry : 03-12-2027  
VISA STATUS : Employee Visa

#### LANGUAGE KNOWN

- English
- Punjabi
- Hindi
- Urdu

#### SKILL

- Organisation
- Computer Proficiency
- Dexterity
- Speed And Accuracy
- problem-solving skills
- effective communication
- willingness to learn

#### COMPUTER SKILL

- MS Excel
- MS Office