



PRAJEESH R

STORE INCHARGE / STORE KEEPER

Summary

To working a challenging environment which could help me improve my skills and abilities and henceforth use them to the fullest for the success of the company. Possess excellent organizational skills, attention to detail, and a strong commitment to customer service.

Contact

- +971545521209
- prajeeshraj48@gmail.com
- Al Nahda, Dubai, UAE

Personal Details

- Date of Birth : 04/07/1997
- Nationality : Indian
- Gender : Male
- Visa Status : Visit Visa
- Languages Known : English, Malayalam, Tamil

Education

DIPLOMA FITTER

Govt. ITI Chandanathope, Kerala, India
July 2018

HIGHER SECONDARY

CVKMHSS East Kallada, Kerala, India
March 2016

SSLC

MCEMHSS Mathilakom, Kerala, India
March 2014

Skills

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Customer Service
- Knowledge in Microsoft Excel
- Store Management

Professional Experience

Store Incharge

Everstar Fabrication Service PTE LTD, Singapore | 2023 - 2024

- Receive and inspect incoming materials (specification, quality and quantity).
- If the damage is found during the delivery by supplier, it should be returned to supplier immediately.
- Maintain a clean, organized, and safe working environment in the stockroom.
- Timely update of move order status or material delivery status with respective Engineers.
- Arrange training and support for new employees to adjust them to the store procedures.

Storekeeper

Brahmos Aerospace LTD, Trivandrum, Kerala, India | 2021 - 2023

- Maintain accurate records of all distributions and Record keeping.
- Regularly check the stock and make sure there are no discrepancies.
- Timely submission of stock report to Store Supervisor and Stock Coordinator.
- Confirmation of pick slip on the same day or the day after.
- Proper and rightly placing of materials in the designated racks.

Sales Associate

Reliance Smart Superstore, Ernakulam, Kerala, India | 2019 - 2020

- Help customers select products, answer questions, and shares product knowledge.
- Compare and evaluate offers from suppliers.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Coordinate with warehouse staff to ensure proper storage.
- Maintain updated records of purchased products and delivery information.

Front Office and Customer Relation

Nest Group, Technopark, Trivandrum, Kerala, India | 2018 - 2019

- Greet and welcome visitors as soon as they arrive at the office.
- Answer, screen and forward incoming phone calls.
- Ensure the reception area is tidy and presentable, with all stationery and materials.
- Organising and maintaining files and records and updating them when necessary.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).