

## SUMMARY

An Energetic and enthusiastic individual having strong experience in the field of materials handling, store and warehouse management with leading companies in Middle East seeking a challenging position suitable for my experience and qualification.

## SKILLS

- Logistics and supply chain management
- Inventory control.
- Safety standards
- Team player
- Fast Learner

## ADDITIONAL QUALIFICATION

Computer Basis in MS Office ,  
Adobe Photoshop, Internet ,Odoo  
SAP

## EDUCATION

ITC Diploma holder in MRAC  
[N.C.V.T Certified] Passed out in  
April 2008

## PERSONAL INFORMATION

- Age / Date of birth: 08/07/88
- Gender: Male
- Nationality: Indian
- Marital status: Single
- Religion: Hindu

## PASSPORT AND DRIVING LICENSE DETAILS

- Passport No : S0875803  
Place of Issue : COCHIN  
Date of Issue : 21/03/2018  
Date of Expiry : 20/03/2028
- license No : 117870661  
Place of issue : Muscat  
Date of expiry : 29/03/2025

# Remash M Nair



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Dubai

## EXPERIENCE

### Store In charge

**Sultanate Furniture** | Muscat, Oman, Oman

07/2020 – 2/2024

Sultanate furniture is part of Abu Zaeem Group a leading supplier and solution provider to renewable and non-renewable industry in the GCC.

- Maintaining the stock and inventory
- Tracked inventory of available furniture pieces.
- Oversee store operations and ensure efficiency.
- Supervision at the time of container unloading and cross checking the items received.
- Approved all customer paperwork and reviewed credit requests.
- Delivery schedule maintaining
- Coordinated with store owner to implement sales strategies.
- Prepared sales reports and financial reports.
- Address customer complaints and resolve issues
- Coordinate with customers according to the purchase orders when it will be delivered.
- Maintain the stock in ERP and updating the delivery in the system.
- Regularly tracked stock levels, promptly ordering low-stock items to maintain operational readiness.

### Receptionist Incharge

**F&H Hotel -AL MAMLAKA GROUP OF COMPANIES** | Muscat, Sultanate of Oman

03/2019 - 03/2020

- Handling check in and check out
- Respond to all guest questions and requests
- Co-ordination with H&K Dept and F&B Service
- Manage guest bookings and reservations
- Maintaining attendance records, consumption records, check in checkout
- Stock maintaining of food and beverages and housekeeping accessories.
- Leading, monitoring, motivating and inspiring the team; providing guidance and support.
- Supervise the co-ordination of VIP Functions and events.
- Reporting to head of the department.

### Banquet Associate

**Grand Hometel - Sarovar Hotel Group** | Malad ,Mumbai, India

05/2017 - 02/2019

- Handling the banquet parties, conferences
- Assist with food and table prep before the event begins.
- Presents ordered choices in a prompt and efficient manner.
- Indenting items required for banquet parties.
- Adhere to food safety and sanitation guidelines.
- Co-ordination with the General store
- Making monthly inventory reports
- coordinating with maintenance dept about the repairs.

### Logistics Executive

**Vays InfoTech L.LC** | Dubai, UAE, UAE

08/2013 - 01/2014

- Monitored the performance of the warehouse staffs with respect to deliveries

## DISCLAIMER

I hereby declare that the above-mentioned information is true to the best of my Knowledge and belief

- Handled all incoming and outgoing correspondence with clients
- Ensured correct allocation of resources to meet delivery schedules
- Creating Fixed Assets Records (IT Peripherals, Mobile devices, Security systems etc.)
- Resolved all customer invoice queries
- Generating Reports ( Daily , Weekly & Monthly Reports)
- Accomplished complete Asset internal and External Audits
- Managing the Scrap and timely Write-off.

### Store In Charge

**United Wire Factories & Companies** | Saudi Arabia, Saudi Arabia

03/2011 - 03/2013

### MATERIAL PROCUREMENT

- Procure workshop consumables, Imported Machinery spare parts, tools, equipment, manuals and other materials on specific instructions from Technical Manager to set stocking levels.
- This involves gaining a technical understanding of need, sourcing, obtaining quotations, deciding supplier and related follow-ups.

### INVENTORY CONTROL

- Ensure that all returnable materials issued returned back to the store on time.
- Non-returnable materials such as paint and consumables are recorded for adjustment against inventory and charging to job cards
- Carry out regular stock checks to ensure good inventory control is in place, reporting shortages and damages to the Technical Manager
- Daily monitoring of stocks and preparation of orders as necessary
- Maintaining stationery stocks at appropriate levels, placing orders in a timely manner to ensure continuity
- Creating Barcode for Existing items and new arrivals items and stamping according to dimensions
- Carrying out a quarterly stock count and report to technical manager, consolidated reports has been handed over for auditing by finance manager.

### STORE ADMINISTRATION

- Daily computation of incentive and efficiency achievement
- Providing the necessary assistance to the Technical Manager on administrative matters such as attendance records, incentive calculation, time sheet control/compilation, fixed asset inventory audit etc.
- Giving Technical support to the Technicians comes from Denmark, Italy, Germany and France at the annual maintenance visit.

### CLEANLINESS AND SAFETY

- Maintaining the utmost cleanliness and orderliness in the store
- Ensuring high standards of safety regarding stored items to prevent fire hazard or any other accidents.
- Ensuring temperature control of paints to minimize deterioration
- Daily monitoring of waste stock such as metals, plastic, paper etc.

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2008

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## LANGUAGES

English, Arabic, Hindi, Malayalam: First Language