

RAJESH NIKAM

Warehouse Assistant

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SUMMARY

Experienced Warehouse Associate with over 4 years in e-commerce and general services. Proficient in inventory management, order preparation, and the operation of warehouse machinery. Achieved a 20% improvement in productivity and a 15% reduction in order processing time through the use of RF scanners and efficient stock rotation methods. Committed to contributing to a dynamic team and driving operational success.

WORK EXPERIENCE

Warehouse Assistant, Alshaya Group LLC, Dubai, United Arab Emirates Dec 2019 - Present

- Safely handled heavy deliveries, contributing to a 10% reduction in workplace accidents and injuries.
- Picked, packed, and shipped customer orders with a focus on speed and accuracy, exceeding productivity goals by 20%.
- Utilized RF scanners and warehouse management systems to track and locate products, reducing processing time by 15%.
- Successfully operated warehouse machinery and pallet jacks, contributing to a 10% increase in operational efficiency by reducing delays in goods movement and optimizing workflow.
- Identified and documented any damaged or missing goods, properly labeling and storing all items as directed by WMS or supervisors.
- Executed outbound operations, picking and packing ordered goods, and updating necessary documents such as pick sheets and dispatch notes.
- Unloaded goods from delivery vans, verifying that documentation matched container descriptions and received quantities were accurate.
- Adhered to quality control measures, ensuring that goods were in good condition and properly documented during both inbound and outbound operations.

Warehouse Worker, Prestige general service LLC, Dubai,, United Arab Emirates Feb 2018 - Dec 2019

- Identifying any missing, lost or damaged materials and immediately notify the supervisor.
- Increased efficiency by 20% through implementing a new marking and labeling system, reducing picking errors and improving inventory accuracy.
- Implemented stock rotation methods to reduce waste and maximise shelf life of products.
- Maintaining a clean and organized work environment resulted in a 10% reduction in safety incidents, ensuring compliance with company standards.
- Maintained 99.9% accuracy in picking and packing, resulting in a 20% reduction in shipping errors.
- Maintained effective communication with colleagues to ensure smooth operations and a positive working atmosphere.
- Assisted in receiving and inspecting goods, recording discrepancies, and ensuring proper labeling and storage.
- Conducted regular cycle counts, ensuring stock levels matched system records.

EDUCATION

Siddharth College commerce & economics, Mumbai, India - Bachelor of Commerce Mar 2011 - Mar 2014

CERTIFICATIONS

Certificate in computer application and taxation, The Institute of computer accountants May 2016

Maharashtra state certificate in information technology, Maharashtra state board of technical education Oct 2011

Spoken English, Danube welfare centre Dec 2018

AWARDS & SCHOLARSHIPS

Employee of the Month Best Picker in E-commerce (Multiple Time), Alshaya group LLC

SKILLS

Operational Skills	: Warehouse Operations, Inventory Management, Order Picking & Packing, Quality Control, RF Scanners
Technical Skills	: Computer Literacy (Microsoft Office), ILS System, Using mechanical equipment, Powered pallet jack, Manual hand jacks
Personal Attributes	: Adaptability to New Technologies, Attention to Detail, Reliability and Punctuality, Time Management
Languages	: English, Hindi, Marathi