

RAJESH NIKAM

Warehouse Assistant

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PROFESSIONAL SUMMARIES

Experienced Warehouse Assistant with over 5 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

- Picked, packed, and shipped customer orders with a focus on speed and accuracy, exceeding productivity goals by 20%.
- Executed outbound operations, picking and packing ordered goods, and updating necessary documents such as pick sheets and dispatch notes.
- Successfully operated warehouse machinery and pallet jacks, contributing to a 10% increase in operational efficiency by reducing delays in goods movement and optimizing workflow.
- Utilized RF scanners and warehouse management systems to track and locate products, reducing processing time by 15%.
- Verifying the products barcode with packing list and updating the ERP system using WMS.
- 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.
- Dispatch orders, helping in order sorting and handling returns orders.
- Maintain a safe, clean, and organized warehouse environment.

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

- Assist the team leader in stock checks, cycle counts, etc as may be assigned from time to time.
- Informs the Team Leader on any damages, short or over shipments and discrepancies observed in received items.
- In case of damages, fills the Materials Discrepancy Note (MDN) or other forms, as the case may be, file the same and highlights the case to the Team Leader in charge.
- Accurately segregate items, and carry out Put away in the appropriate locations to enable quick and effective retrieval.
- Receiving goods accurately and update stock.
- Documented returns, over-ordered or incorrectly delivered stock to avoid restocking charges.
- Implemented stock rotation methods to reduce waste and maximise shelf life of products.
- Maintained effective communication with colleagues to ensure smooth operations and a positive working atmosphere.

EDUCATION

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

CERTIFICATIONS

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| Spoken English, Danube welfare centre | Dec 2018 |
| 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 |

AWARDS & SCHOLARSHIPS

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| Employee of the Month Best Picker in E-commerce (Multiple Time), Alshaya group LLC | |
| Appreciation of 5 years service, Alshaya group LLC | Dec 2024 |

SKILLS

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| 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 |