

Rajkumar B.K

Contact Information:

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- Location: Abu Dhabi, U.A.E.

Professional Summary: Experienced Warehouse Assistant/Storekeeper and Admin Assistant with over 10 years of experience in managing, controlling, and maintaining construction equipment, devices, tools, PPEs, and materials. Expertise in inventory control, administrative support, and compliance with health and safety regulations. Proven ability to manage office operations, coordinate logistics, and support HR functions. Adept at improving efficiency, reducing costs, and ensuring smooth operations in fast-paced environments.

Key Skills:

- Inventory Control
- Packing and Labeling
- Goods Management
- Communication
- Time Management
- Document Management
- Organization
- Material Purchase and LPO
- Salary Preparation and Management
- Cost Control
- Manpower Management
- Transport Management
- Staff Vacation Planning and Ticket Reservation
- Staff and Labor Accommodation Management
- Visa, Passport, and Document Filing and Record Keeping
- Paint Materials Storage
- Computer Proficiency: MS Word, MS Excel, MS PowerPoint, Internet & Email, Basic Operation, Adobe Reader, Publisher

Professional Experience:

Clerk/Storekeeper

Korea Hydro & Nuclear Power Co. Ltd. (KHNP)

Barakah Nuclear Power Plant, Abu Dhabi

October 2022 – Present

- Maintain accurate inventory records, conduct regular stock counts and audits to ensure inventory accuracy.
- Receive and inspect all incoming goods, verify quantities and quality against purchase orders, and ensure proper documentation.

- Issue materials and products as requested by various departments, maintain records of all stock issued, and ensure proper authorization for stock issuance.
- Organize and store materials in an orderly and accessible manner, ensure proper labeling and categorization of items, and maintain a clean and safe storage area.
- Implement inventory control procedures, monitor and manage stock levels to prevent overstocking, and coordinate with purchasing for timely reordering of supplies.
- Manage and track shipments, ensuring timely delivery and accurate documentation.
- Manage company cost control, manpower management, transport management, staff vacation planning and ticket reservation, staff and labor accommodation management, visa, passport, and document filing and record keeping, paint materials storage, and prepare LPO and purchase materials.

Admin Assistant/HR Admin

Shinwoo Painting Corporation, UAE

Barakah Nuclear Power Plant, Abu Dhabi

November 2014 – September 2022

- Prepared inventory in Excel to ensure the right amount of supply is available in the organization, reducing shortages and overstock situations.
- Managed incoming goods, ensuring accurate quantity, type, and quality, and coordinated with suppliers for timely deliveries.
- Packaged and labeled products before dispatch, ensuring they were received by customers undamaged.
- Selected storage space and arranged for goods to be placed in proper areas, optimizing warehouse space utilization.
- Prepared monthly salary sheets, processed WPS, and ensured timely and accurate payroll processing.
- Handled manpower visa, passport, health insurance, and accommodation, ensuring compliance with company policies and regulations.
- Controlled company expenses, managed staff and workers' vacation plans, and confirmed travel arrangements.
- Maintained and serviced warehouse tools, machinery, and trucks, ensuring they were in good working condition.
- Prepared PTW, JHA, and WMS, ensuring compliance with safety regulations and procedures.
- Conducted toolbox meetings, briefed staff on safety protocols, and ensured proper use of PPE.

Education:

- Higher Secondary School, Nepal
- FIRE WARDEN Certificate, Abu Dhabi
- FIRST AIDER Certificate, Abu Dhabi

Languages:

- English: 100%
- Hindi: 100%
- Nepali: 100%