



RAJINDER MAHEY

STORE IN-CHARGE / STORE KEEPER


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EDUCATION

BACHELOR OF ARTS/ B.A
2013-2016 { Grade – B }
Lyallpur Khalsa College,Jalandhar
Guru Nanak Dev University,
Amritsar

HSE/ ARTS
2012 { Grade – A }
Govt Sen.Sec School Khambra
Jalandhar Punjab india
Punjab School Education Board,
Mohali

SKILL

- ERP SOLUTION
- ERP BUSINESS DYNAMIC
- INVENTORY CONTROL
- MS OFFICE PACKAGE
- TEAM LEADER
- PROBLEM SOLVING
- 3PL (THIRD PARTY LOGISTICS)
- DATA ENTRY
- PACKING & DISPATCH
- STOCK MANAGEMENT
- MATERIAL PLANING
- EOT CRANE OPERATOR
- CASH MANAGEMENT
- MANPOWER HANDLING
- MATERIAL HANDLING
- FIFO & LIFO SYSTEM

OBJECTIVE

To achieve a responsible and challenging position in your organization where I get an opportunity to bring out my best of creativity, talent and knowledge. To be a part of dynamic team, work together towards growth of your organization.

BRIEF OVERVIEW

Store Keeper with expertise in warehouse that exercise general control over all activities in stores department. Knowledgeable in ERP applications and maintenance of proper records.Initiates material requests coming for different site and timely follow-up of purchase order from different suppliers in order making sure that there are adequate stock in the store.conducts actual physical stock inventory

EXPERIENCE

STORE IN-CHARGE / STORE KEEPER

WOM VALVES AND CONTROLS INTL (OIL AND GAS) / DEC 2022 – PRESENT
{ Jebel Ali Freezone (Jafza) South,Near Gate No 12 P.O Box : 32478 Dubai}

- Receiving and inspects all incoming materials and reconciles with purchase orders , processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
- Monitoring of GRN activities to ensure that all GRN activities are completed/actioned and no received items are left without raising GRN.
- Using handling equipment such as forklifts, pallet jacks Over head crane and hand pallet truck to move and store heavy materials as needed.Ensuring that fragile or hazardous materials are stored in compliance with safety regulations.
- Monitoring proper storage of materials to ensure they are kept in proper conditions to prevent damage, deterioration.
- Work with the procurement team to identify obsolete or surplus items and recommend proper disposal or utilization
Communicating with vendors regarding delays or problems.
- Ensure accuracy of the inventory management system by updating records of physical inventory totals,receipts,adjustment and return.
- Responsible for day-to-day storekeeping activities including receipt, binning and issue.
- Ensure the store is kept clean, organized, and safe for workers, with clear labels on all shelves and storage areas. Monitoring proper storage of materials to ensure they are kept in proper conditions to prevent damage, deterioration.
- Issuing materials, tools and equipment to employees as required and ensuring proper documentation of all transactions.Maintaining accurate and up-to-date inventory records including receipts, transfers, issues and returns in ERP
- Packing, weighing and labeling completed item for shipment or storage. Keeping records of packages including Delivery notes, Packing list etc.
- Issued personal protective equipment (PPE) for the workforce every after the specified period
- Verifies items with the MTA (Material transfer advice) and check the part number, serial number & quantities and packing the item according to customer term and conditions after complete all activities sending detail to Logistics Department for final shipment.

CERTIFICATION

3Gi Net-Point
Cyber Café & Coaching Center
Jalandhar

Basic Computer & Internet-2010

HOBBIES

SPORTS
MUSIC
WATCHING MOVIES
GYM

STRENGTHS

PUNCTUAL
HARD WORKING
DETERMINED
TOLERANCE

PERSONAL PROFILE

NAME - RAJINDER MAHEY
F/NAME - AMARJIT
M/NAME - SURINDER KAUR
DOB - 29/07/1994
STATUS - UNMARRIED
LANGU - ENGLISH,HINDI,PUNJABI
PASSPORT – M8743862
DATE OF JOIN – 02 JAN 2023
DATE OF EXPIRY – 02 JAN 2025
LOCATION – JEBEL ALI (DUBAI)

Cash Preparation Staff / Cashier

TRANSGUARD GROUP LLC / OCT 2021 –DEC 2022

{Emirates Group of Security Building, Dubai Airport Freezone , PO Box
22630 Dubai }

- Prepares all Cash for Customers Deliveries.
- Processing Cash in the machine customer by Customer.
- Maintenance and cleaning functions for all processing equipment and conveyor systems.
- Prepares and maintains routine Cash processing records for the Cash Centre.
- RTA (Roads and Transport Authority) and Sharjah Municipality Meter parking collection.
- Daily Stock Audit and handover to next shift.

STORE ASSISTANT / WAREHOUSE KEEPER

SOCCER INTERNATIONAL PVT.LTD / April 2019 –Oct 2020

{Behind Model House Jallowal Road Jalandhar-144001}

STORE KEEPER / STORE IN-CHARGE

PRIME BANOX (A Recognised Export House) / Sep 2017 – Aug 2018

{147, Leather Complex Jalandhar -144026}

- Preparing list of local & imported material shortages on daily basis.
- Forward invoices with GRN to Accounts department for the payment.
- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received as per Purchase Order description and specification required.
- Data- Entry work Offline and Online.
- Delivery note, Gate Pass & Transmittal Form Material Receiving Report.
- Responsible to Enter The Correct Data into the System.
- Accountable tools issued to all workers.
- Record maintenance for all outgoing/incoming materials.
- Recording All Entries Of Receipt Of The Material Register.
- Notification to general manager of low stock levels in a timely manner.
- Caring labels stock and check monthly.
- Material inventory and Monitor stock Availability.
- Receives all incoming shipments / local deliveries.
- Create purchase order as needed.
- Preparation of Monthly Inventory Reports.
- Responsible for Damage & Expired material for vendor return.
- Issue The Material As Per The Issue Slip.
- Issue material through LIFO and FIFO system.
- Contact with local suppliers and managing the Raw Material.

SELF DECLARATION

I hereby declare that aforesaid information is completely true and correct to the best of my knowledge. I will be responsible for any misrepresentation.