

NAVEEN KUMAR

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CAREER OBJECTIVE:

- I have a Bachelor Degree of B.Com, seeking a position to utilize my experiences in Logistics and Supply Chain Management area through channeling my past experiences and education in a direction profitable for a progressive company and toward my continued professional growth and also interested in working new challenging fields.

EDUCATION:

- Bachelor of commerce (Finance)** (2017-2020)
Kurukshetra University, Haryana
- Senior Secondary School (Arts)** (2015-2017)
Karnal, Haryana
- Secondary School (CBSE)** (2017)
Karnal, Haryana

SKILLS:

- Warehouse management systems.
- Oracle Software
- Warehouse Administrator experience.
- Running reports and interpreting and communicating data/metrics
- Warehouse management software (WMS)
- Well Commands on Microsoft Office applications
 1. MS Excel
 2. MS word

PROFESSIONAL EXPERIENCE:

SEVILLE PRODUCT L.L.C. (IFFCO) Dubai, United Arab Emirates. (July-2023 to Present)

- keeping track of inventory and shipping schedules, addressing the needs of departments within the company, and making sure the work environment is clean.
- Preparing, organising and storing information in paper in the form of digital. Dealing with queries on the phone and by email.
- Managing Packing Material Inventory for Finish Goods i.e. corrugated sheets, Raw material, wrapper, display box, coffee raw material etc.
- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Well commands on Picking, Receiving put away of the material by using WMS system.
- Extensive knowledge of Warehouse Operations, inventory control and shipping/receiving procedures.

- Submit timely reports and prepare presentations/proposals as assigned.
- Monthly conducting cycle counting and properly arranging all materials in proper location. If any deviations will inform the Manager.

MH Enterprises LLC (Dubai, United Arab Emirates.)

(October-2020 to November-23)

- Receiving all goods return and new shipment.
- Check the inventory monthly.
- All food and beverages receive and delivered to check
- Receiving Inbound and operate the outbound operations.
- Presenting daily my send to report to my line manager.
- Maintaining and growing a lead database.

PERSONAL INFORMATION:

D. O.B - 17 December 1998
 Nationality - Indian
 Religion - Hindu
 Language - English, Hindi & Punjabi

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DECLARATION:

I hereby declare that there above statements are true and best of my knowledge and belief.

(Naveen Kumar)