



# SHAITHYA MAHESH

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Location: Deira, Dubai

## OBJECTIVE

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Seeking a position to utilize my experiences in Warehouse and Logistics management area through channeling my past experiences and education in a direction profitable for a progressive company and toward my continued professional growth.

## WORK EXPERIENCE

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**NANDILATH G-MART** (JANUARY 2023-OCT 2023)

**Warehouse Assistant / Packer**

- Move inventory and materials across facilities
- Process inventory for delivery
- Sort, organize and store inventory in the proper location
- Package items and label correctly
- Scan delivered items and ensure quality
- Report damaged or missing inventory to supervisors
- Stack and organize large bulk items
- Remove inventory from trucks or shipping and delivery to proper location
- Update logs and documentation for inventory processing
- Move materials from facilities to workstations, pick-up locations, or other locations
- Wear safety gear at all times
- Operate heavy machinery like forklifts to move or store inventory
- Ensure workspace is free of debris and remove safety hazards from aisles
- Work as an active team member to complete team goals
- Prepare documentation and inventory for audits.

## EDUCATION

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**•BCOM COMPUTER APPLICATION**

SREE SANKARACHARYA INSTITUTE KANNUR

**•HIGHER SECONDARY (COMMERCE)**

GHSS PALLIKARA

**•10TH HIGH SCHOOL**

NOORUL HUDHA ENGLISH MEDIUM SCHOOL KOTTIKULAM

## SKILLS

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- Good communication skills
- Punctuality
- Time Management
- Hard Working
- MS Office Suit

## LANGUAGES

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- English
- Hindi
- Malayalam

## PERSONAL DETAILS

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Date of Birth : 01/06/2002  
Marital Status : Single  
Nationality : Indian  
Passport Number : B8336520  
Visa Status : Visit Visa

In conclusion, i would like to assure that iam capable of handling any job assigned to me, which suits my qualification and experience with outmost care coupled with leniency and my efficiency towards work to total satisfaction of my employer.

Yours Sincerley,  
Shaithya Mahesh