



## SIBU VARGHESE - STORE KEEPER

A well respected professional who blends as a team player with creativity, skills right actions and thoughts, and who is always keen to perform excellent and is focused on achieving organizational objectives

To secure a deserving position in the field of store keeping in your esteemed organization to sharpen my existing skills and be a healing hand to the needy ones.

### Contact

#### Address:

Al Qusais-2,  
Dubai, UAE

#### Phone:

+971 52 372 5267

#### Email:

[sibu6varghese@gmail.com](mailto:sibu6varghese@gmail.com)

### Languages

Language	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Tamil			✓
Malayalam	✓	✓	✓

### Personal Information

D.O.B	06-11-1989
Nationality	India
Marital status	Married
Passport Number	V9156009
UAE Driving License	260888 (Manual)
Current Visa Status	Residential
Notice Period	30 Days

### PROFESSIONAL EXPERIENCE

#### BOSCO ALUMINIUM & GLASS LLC , UAE (Sharjah)

SEPT 2019 – Till the date

Designation: STORE KEEPER

#### Major Roles:

- Store Management
- Day to day Store checking
- Order placing and supply material.
- Material shortage checking and purchase department coordination.
- New stock arrangement.
- Customer management.

#### Duties & Responsibilities:

- Receive and forward all types of goods and deliveries in and out to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.

#### OCEAN DREAMS MARINE SERVICES - INDIA

JAN 2015 – AUG 2018

Designation: MECHANICAL SUPERVISOR

#### Duties & Responsibilities:

- Provide onsite supervision and management of internal resources and external contractors as required by current project from an engineering standpoint.

## ACADEMIC CREDENTIALS

### ➤ *Diploma in Mechanical Engineering - (2012)*

- SAISHA Institute of Technical Science, Chennai. (65%)

### ➤ *H.S.S/+2 - (2007)*

- D.B. Higher Secondary School, Parumala (Kerala State Board)

## LEADERSHIP ACHIVEMENTS

- ☑School Captain.(2004-2005)
- ☑Youth association secretary (2009-2010)

## CERTIFICATION IN QUALITY CONTROL AND NDT (ASNT LEVEL-II)

- Liquid penetrating testing,
- Magnetic particle testing
- Ultra-sonic Testing,
- Radiographic testing
- Piping and pipeline engineering

## REFERENCE

Up on request

## DECLARATION

I hereby declare that all the above furnished information is true to the best of my knowledge and belief.

**Sibu Varghese**

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- Implementation of safety procedures like usage of safety helmets and boots, safe scaffolding erection, safety belts, proper illumination for night works, coverage of shaft opening, warning tapes and lights around open Trenches and ditches etc.
- Manpower coordination.
- Site coordination & problem solving.
- MR preparations & Logistic coordination.
- Project coordination as per client requirement.
- On time project handover with relevant documentations.

### **GUARDIAN GLASS INDUSTRIES LLC (UAE)**

**FEB 2014 – SEPT 2014**

**Designation: PLANT OPERATOR-SUPERVISOR**

#### **Duties & Responsibilities:**

Creating and managing team schedules.

- Managing workflow & Training new hires.
- Reporting to HR and senior management.
- Evaluating performance and providing feedback. Identifying and applying career advancement opportunities.
- Helping to resolve employee issues and disputes

### **AARES ENGINEERS PVT LTD, CHENNAI, INDIA**

**MAY 2012 – SEPT 2013**

**Designation: PRODUCTION SUPERVISOR**

#### **Duties & Responsibilities:**

- Set daily/weekly/monthly objectives and communicate them to employees
- Organize workflow by assigning responsibilities and preparing schedules
- Oversee and coach employees
- Ensure the safe use of equipment and schedule
- Regular maintenance supervision.
- Check production output according to specifications
- Submit reports on performance and progress
- Identify issues in efficiency and suggest improvements
- Train new employees on how to safely use machinery and follow procedures
- Enforce strict safety guidelines and company standards