

Ganesh Raja

Nationality: Indian **Date of birth:** 18/03/1983 **Gender:** Male **Phone number:** (+91) 6380634013

Email address: Nlaganesh1803@gmail.com **WhatsApp Messenger:** 6380634013

Home: 15 Goubert nagar Govindasalai , 605011 Puducherry (India)

ABOUT ME

My objective is:

"I will grow and make the organization to grow"

Personal informations are : Father's Name : Mr. RAJA

Mother'S Name:Mrs. KALA

Nationality : Indian

Gender : Male

Married : Married

I have more than 5 years experiences working in both international and domestic places..

WORK EXPERIENCE

STOREKEEPER for 3 Years

Dunzo Logistics Pvt Ltd from 2021 to at present

City: Chennai | Country: India

Maintenance of store Operations..

To execute the accurate handling, packing and storage of materials in a warehouse.

They receive goods, label them, check quality, store the goods and document any damage.

Warehouse workers also monitor stock levels of items, keep inventory and ship goods.

Records in all official store is responsible for maintaining database in all stores on a day to day basis.

The ideal candidate will be process oriented, pay close attention to details, and have analytical thinking skills.

o Perform stock duties, packing filing, returning etc..

o Maintain records and manage all documentation

o Receiving, unload, shelve supplies..

o Maintain records and withdraw stocks.

o Generating detail process maps for sales, marketing, and business work flows..

o Importing and exporting of data as required to synchronize back end systems.

o Ensuring all data files are converted to software populated correctly at all times

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STOREKEEPER for 4 years

Almaya Group of Company from 2009 to 2016

City: Dubai | Country: United Arab Emirates

• Responsibilities:

• Store order pickers prepare orders manually.

To pick up orders and bring them to the delivery platform for processing, or in the trade sector to allow customers to pick them up.

To expected to complete orders for shipment, keeping in mind the quantity and type of goods specified and meeting quality criteria established by the company.

Also assemble various types of merchandise for shipment and transport orders to shipping locations as specified by a supervisor.

To typically stack bundled articles on pallet by hand, are responsible for wrapping articles on the pallet to secure them while moving, and for ensuring the integrity of the pallet.

- ❖ Receive and process warehouse stock products.
- ❖ Perform inventory controls and keep quality standard.
- ❖ Keep a clean and safe working environment.
- ❖ Complete diary logs into inventory
- ❖ Report any discrepancies.
- ❖ Communicate and cooperate with supervisors and co-workers.

EDUCATION AND TRAINING

M.B.A DEGREE

SMVEC COLLEGE, PONDICHERRY UNIVERSITY

City: Puducherry | Country: India

B.C.A Degree

Pondicherry University Community College

City: Puducherry | Country: India

LANGUAGE SKILLS

Mother tongue(s): Tamil

Other language(s): English | Hindi | Malayalam

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / MS OFFICE / Typewriter in English