



THAL BAHADUR GIRI

Storekeeper



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Abudhabi, me 10

EDUCATION

School Leaving Certificate (SLC)

Nepal Rastriya Adharabhut School,
Dhalko, Kathmandu
Completed: 2014

SKILLS

- Inventory management
- Stock receiving
- Dispatch handling
- Record keeping
- Warehouse organization
- Stock auditing
- Safety compliance
- Time management
- Basic computer skills

LANGUAGE

English

Nepal

Hindi

About Me

Experienced and organized Storekeeper with 3 years of hands-on experience in managing inventory, handling stock, and maintaining store records. Known for reliability, accuracy, and strong attention to detail. Skilled in using basic inventory software, coordinating with suppliers, and ensuring smooth store operations. Eager to contribute to a team and grow within a stable, goal-oriented organization.

WORK EXPERIENCE

Storekeeper

Ncell Company, Kathmandu, Nepal

March 2021 – April 2024

- Received, inspected, and recorded incoming materials and supplies accurately.
- Issued stock and equipment to departments as per approved requests.
- Maintained up-to-date inventory records using manual logs or software.
- Conducted regular physical stock checks and reconciled with records.
- Ensured proper labeling, storage, and organization of stock items.
- Monitored stock levels and reported shortages or damaged goods.
- Followed safety, hygiene, and security guidelines in the storage area.
- Coordinated with suppliers and transport teams for timely deliveries.
- Assisted in preparing inventory reports and documentation for audits.

OBJECTIVE

Motivated and responsible individual seeking a Storekeeper position where I can apply my 3 years of experience in inventory control, stock management, and warehouse operations to support smooth and efficient store functions.