



# JONAM SHRESTHA

Storekeeper

## About Me

I am  
Dynamic and dedicated  
professional positivity  
thinking storekeeper  
expertise.



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jonamsth96@gmail.com



Dubai- UAE

## PERSONAL DETAILS

- Name : Jonam Shrestha
- Date of birth : 03/08/1998
- Nationality : Nepali
- Religion : Hindu
- Marital Status : Single

## PASSPORT DETAILS

- Passport No. : 11251253
- Date of Issue : 08/01/2019
- Date of Expiry : 07/01/2029
- Visa Status : Visit Visa

## SKILLS

- Proficient in SAP Inventory Modules
- MS Excel & Word (Inventory and Documentation)
- Inventory Documentation & Filing
- Goods Receipt & Delivery Notes
- Store Reconciliation and Reporting

## LANGUAGE

- Nepali  100%
- Hindi  100%
- English  60%

## CAREER OBJECTIVE

I am a highly motivated and detail-oriented professional with over 6 years of practical experience in inventory and warehouse management. I am seeking a challenging position as a storekeeper in a reputed organization in the UAE where I can contribute to operational efficiency and apply my skills in storekeeping, SAP documentation, procurement, and team coordination.

## PROFESSIONAL EXPERIENCE

**Yeti Distillery Pvt. Ltd, Bharatpur – Nepal**

**Position: Jr. Executive (Store Department)**

**Duration: 10 May 2018 – 04 April 2025**

### Key Responsibilities:

- Generating purchase requests after management approval.
- Handling procurement of local materials and market visits for purchases.
- Maintaining inventory of consumables, stationery, first-aid and sanitary items.
- Issuing goods to departments based on requisitions and stock verification.
- Managing SAP entries for GRPO, purchase requests and uploaded related documents (invoices, PP, challans).
- Creating gate passes and delivery challans with necessary approvals.
- Reporting daily purchase summaries and monthly unloading reports to the HOD.

**Big Mart Supermarket – Nepal**

**Position: Store Keeper**

**Duration: 1 Year**

### Key Responsibilities:

- Managing the daily receiving and dispatch of goods.
- Maintaining a clean and organized store layout.
- Monitoring stock levels and handling the reordering process.
- Ensuring quality check and labeling of incoming stock.

## EDUCATION

### SLC

Bhanu Sec. Eng. Boarding School, Chandrakot-3, Gulmi, Nepal  
2015

### Intermediate (+2)

Ruru Higher Secondary School, Ruru-6, Gulmi, Nepal  
2022

## Declaration

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.