



DEEPTHI P



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Summary

Secure a responsible career opportunity to fully utilize my technical and interpersonal skills, while making a significant contribution to the success of organization and enhance the same.

PERSONAL DATA

Father's Name: Panchaksharan P

Mother's Name: Vasanthi M

Gender: Female

Date of Birth: 12-12-1991

Nationality: Indian

Passport No: B9628933

Visa Status: Visiting

Marital Status: Married

JOB PROFILE

- Extremely motivated WAREHOUSE ASSISTANT with 2 years dedicated experience
- Keep neat and clean warehouse premises.
- Pack, stock, organize and rearrange products in warehouse.
- Manage and handle shipping, loading and unloading of products.
- Handle delicate and sensitive products with utmost care.
- Handle and operate necessary tools and accessories in maintaining and managing a warehouse.
- Integrate best practices in handling warehouse materials

Experience

IAL INDIA PRIVATE LIMITED (2years)

- Facilitated the sorting and packaging of up to 1,000 products per day, ensuring proper dispatch.
- Supported the implementation of a new inventory tracking system that improved stock visibility by 100%.
- Assisted with the successful launch of a new product line, which became a top seller within two months. Front office Staff, KBC Green Park Hotel [6 month]
- Greeting and welcoming Desk as they approach the front Desk Answering Question and Addressing Complaints Receiving Letters Packages.
- Answer all incoming call and redirect them Monitor Expense and Cost Keep updated Records and Files

Certification

- Diploma in Computer Application
- MS Excel
- MS PowerPoint
- MS Word
- Society for Assistance for Fisherwomen (SAF)

LANGUAGE

- To Speak: Malayalam, English, Hindi, Tamil
- To Write: Malayalam, English, Hindi,

STRENGTH

- Able to work night, weekends, and holidays
- Able to work in a fast-paced environment
- Good Communication and able to work independently
- Excellent Team worker and Quick learner
- Physically able to stand, sit, move, walk, and climb during the course of the shift Area of Interest
- Inventory control
- Material handling
- Transportation, Packaging
- Shipping, and Receiving

WORK 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

Declaration

I solemnly declare that all the information furnished resume is true and correct to the best of my knowledge and belief

Date:

Place:

Deepthi P