



DURGA NATH YADAV

OBJECTIVE

Detail-oriented and dedicated individual with a background in administrative support and warehouse operations. Seeking a challenging position where I can utilize my strong communication skills, proficiency in Microsoft Office, and ability to work efficiently for the growth and success of the organization.

EXPERIENCE

- **CG Group**
2018 - 2023
Storekeeper assistant
Assist in receiving, storing, and issuing goods.
Organize and maintain storage areas. Inspect and verify incoming shipments.
Pick, pack, and prepare orders for dispatch.
Maintain accurate inventory records. Monitor stock levels and assist in replenishment.
Ensure cleanliness and safety of the warehouse.
Provide customer service and handle inquiries.
Prepare inventory reports and address stock discrepancies.
Assist with equipment maintenance.
- **Al maya international wll**
2023 - Present
Warehouse worker
Efficiently manage warehouse operations, including receiving, storing, and distributing.
Maintain inventory accuracy and ensure timely order fulfillment.
Collaborate with team members to achieve productivity targets and maintain a safe working environment.

EDUCATION

- **Birat campus school of science and technology**
2017
Highschool
67.3%

CONTACT

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SKILLS

- Proficient in Microsoft Office Suite
- Strong communication skills
- Ability to work more than eight hours effectively Detail-oriented and organized

LANGUAGES

- English Hindi

- **Gyan mandir english secondary boarding school**

2014

School leaving certificate

68%