



SREEJITH. B

STORE KEEPER

Experienced and detail-oriented storekeeper with a proven track record of effectively managing inventory and maintaining a well-organized warehouse. Skilled in receiving, storing, and issuing materials, and ensuring accuracy in documentation and record-keeping. Proficient in using inventory management software and operating material handling equipment. Strong problem-solving abilities and a commitment to maintaining a safe and efficient work environment. Excellent communication and teamwork skills, with a focus on delivering exceptional customer service. Adept at coordinating with suppliers and vendors to ensure timely delivery of goods. Seeking to leverage my skills and experience to contribute to the success of a dynamic organization.

EDUCATION

- **INDIAN SCHOOL OF SKILL DEVELOPMENT (TUV, SUD)**
Dipolma in Warehouse and procurement management
- **MARTHOMA INDUSTRIAL TRAINING INSTITUTION pvt**
Electrician

WORK EXPERIENCE

- **ORGANOZ Hypermarket pvt ltd** Anchal, kerala(2021-2023)
STOREKEEPER
 - Replenish supply inventories following established guidelines of the company
 - General upkeep of warehouse premises
 - Supervise other staff members and keep a record of sales
 - Receive, upload and shelf all supplies
 - Inspect delivers for discrepancy or damage.
 - Generate a material received report (MRR) timely
 - Ensure storage of goods follow the first in first out (FIFO) method
 - Stock inventory and cycle count activities
- **GRANDMART Hypermarket LLP** DAMAM, SAUDI ARABIA (2021-2023)
ASSISTANT STOREKEEPER
 - helping storekeepers and floor managers with inventory management, stock control, customer assistance,
 - General upkeep of warehouse premises
 - Supervise other staff members and keep a record of sales
 - Receive, upload and shelf all supplies
 - Inspect delivers for discrepancy or damage.
 - Generate a material received report (MRR) timely
 - Ensure storage of goods follow the first in first out (FIFO) method
 - Stock inventory and cycle count activities

CONTACT

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SKILLS

- Punctuality
- Ability to learn new skills and assume new responsibilities
- Ability to work cooperatively in a team environment
- Time Management
- Inventory Cyclecount
- Effective Communication
- Critical Thinking
- Inventory control
- Attention to detail
- Interpersonal communication
- Inventory Managemen

DIGITAL SKILLS

- Polosys erp
- Ms excel
- Ms office
- Autocad

LANGUAGES

- English (Intermediate)
- Malayalam
- Arabic (basic)
- Hindi (Basics)