



# Nanda Kishore B.M

## WAREHOUSE ASISTANT

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Dubai

## SUMMARY

Warehouse executive with 7+ years of experience with managing stocks, shipping & receiving. Skilled in inventory tracking and stock control. Committed to quality assurance & operational excellence.

## SKILLS

- Inventory control
- Safety regulations (FAT & FRT)
- Fork lift & Reach truck
- WMS software
- Documentation skills
- Optimistic and energetic
- Ability to organize and work in a team
- Urge for continuous learning and development
- Unleashing creativity and coming out with innovative ideas
- Willingness to take up challenges
- Good communication skills
- Strong conceptual, logical and work commitment.
- Problem Solving & Customer support.
- Adapting to different kind of situations.
- Quick learner.
- Time management

## EDUCATION HISTORY

B. Com from GFGCV Bangalore

BACHELOR OF PHYSICAL EDUCATION (B.P. Ed.)

## WORK EXPERIENCE

(May 2018 – June 2020)

### Worked as a Retail Logistician in Decathlon Sports India Pvt Ltd.

- Managed and optimized shipping and receiving processes to ensure timely delivery of goods.
- Maintained accurate inventory records and resolved discrepancies to improve operational efficiency.
- Collaborated with vendors to negotiate favorable pricing and maintain strong supplier relationships.
- Trained and supervised warehouse staff in proper handling and storage of merchandise.
- Utilized inventory management software to track and analyze inventory levels and trends.
- Provided excellent customer service and resolved shipping and delivery issues in a timely manner.

(July 2020 – 2024 July)

### Working as warehouse Supervisor in Hawkins Cooker.Pvt.Ltd

- Managed warehouse operations and inventory control for a large-scale distribution center.
- Led a team of warehouse associates to ensure efficient order fulfillment and timely shipping.
- Utilized ERP systems to track and monitor incoming and outgoing shipments, ensuring accuracy in inventory management.
- Implemented process improvements that resulted in cost savings and increased productivity in the warehouse.
- Collaborated with cross-functional teams to coordinate logistics and optimize warehouse layout for maximum efficiency.
- Trained new hires on proper warehouse procedures and safety protocols to maintain a secure working environment.
- Resolved customer inquiries and complaints regarding shipping and delivery discrepancies with professionalism and efficiency.
- Performed regular quality inspections on incoming inventory to uphold standards of cleanliness and organization in the warehouse.

## ACHIVEMENTS

- Achieved best Employee of the year in Decathlon.
- Active team member for School Project for 2 years.
- Learnt all the aspect platforms of Warehouse.
- Got the experience of driving Reach Truck and Forklift.
- Well trained in FRT (Fire Rescue Team) and FAT (First Aid Team).

**References available on request**