

Curriculum Vitae



NAVEEN KUMAR

Contact: +

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Dubai, U.A.E

POST APPLIED FOR STORE KEEPER

PROFILE

Looking for a responsible and permanent position where in my skills and experience e invested to produce best result for the organization at the same time enhance my abilities and attains .

SKILLS:-

- ✓ Very Energetic result oriented and organized
- ✓ Efficient and well behaved person
- ✓ Keep excellent inter personal relations with colleagues and ready to help them

PERSONAL INFORMATION

Date of Birth : 17-12-1998
Gender : Male
Marital Status : Unmarried
Nationality : India
Languages Known : English, & Hindi
Visa Status : Cancel Visa

EDUCATIONAL QUALIFICATION

- ✓ B com (Financial & Accounting)

Work Experience

- ▶ 2Years working experience as a Store Keeper in MH ENTERPRISE L.L.C. UAE.
- ▶ 1 Years working experience as a Store Keeper in Seville Product L.L.C. (IFFCO), UAE.
- ▶ 3 Years working experience as a Data Entry in India.

PASSPORT INFORMATION

Passport No : R7905115
Issue Date : 04-12-2017
Expiry Date : 03-12-2027

DUTIES AND RESPONSIBILITIES

- Maintaining an accurate inventory of stored goods
- Receiving inspecting and logging incoming shipments.
- Packing, labeling and shipping outgoing orders.
- Coordinating with suppliers and customers.
- Conducting regular audits of warehouse stock.
- Managing staff and delegating tasks.
- Organizing and managing warehouse space
- Ensuring warehouse safety protocols are followed.
- Maintaining warehouse equipment and vehicles.

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

NAVEEN KUMAR