



## VIVEK A

WARE HOUSE ASSISTANT / SALES

📍 Dubai

✉ vivekpakru90114@gmail.com

☎ +971 503915676

VISA STATUS: VISIT VISA

### SKILLS

- ✓ CONFLICT RESOLUTION
- ✓ DECISION MAKING
- ✓ COMMUNICATION
- ✓ DISCRETION
- ✓ ORGANIZED

### LANGUAGES

- ✓ ENGLISH
- ✓ HINDI
- ✓ MALAYALAM

### SOFTWARES

- ❖ MS WORD
- ❖ MS EXCEL
- ❖ EMAIL
- ❖ BROWSING

### PERSONAL DETALES

DOB : 30/08/1999

MARITAL STATUS : SINGLE

GENDER : MALE

NATIONALITY : INDIA

PASSPORT NO : S6715447

ISSUING PLACE : INDIA

## CAREER OBJECTIVE

Talented Warehouse Assistant with organizational development supervision with expertise in handling materials Proficient at organizing, training, development and team building initiatives to achieve goals and competitive growth. Organized and creative with strong leadership and collaboration skills

## EXPERIENCE

Quick Bazar, Kerala, India

WAREHOUSE SUPERVISOR & SALESMAN

YEAR: 2020

### RESPONSABILITIES & DUTIES

- Move inventory and materials across facilities
- Sort, organize and store inventory in the proper location
- Pack items and label correctly
- Pick items to be delivered and ensure quality
- Process inventory for delivery
- Report damaged or missing inventory to supervisors
- Organize large bulk items
- Receive inventory from trucks at the time of receiving.
- Loading vehicle for shipping and delivery to proper location
- Update documentation for inventory processing
- Work as an active team member to complete team goals
- Ensures that materials match packing lists before dispatching
- Handle and use warehouse equipment with care at all times.
- Inform Operations Manager on inventory and quality issues.

### EDUCATIONAL QUALIFICATION

- IATA (KANNUR UNIVERSITY)
- HIGHER SECONDARY  
(UDMA HIGHER SECONDARY SCHOOL, KERALA, INDIA)
- SECONDARY SCHOOL  
(ERIYA HIGH SCHOOL, KERALA, INDIA)

### DECLARATION

I hereby declare that the information mentioned above is true to the best of my knowledge & belief

VIVEK A

DUBAI, UAE