## OBJECTIVE:

##

##  To deserve a suitable job which can offer the right opportunity for me to utilize my knowledge, abilities, skills and experiences to further develop it into a more productive and efficient realization.

## EDUCATIONAL QUALIFICATION:

* B.A ECONOMICS**,** Scott Christian College Nagercoil.
* +2 (HSC) from Carmel Hr. Sec School, Nagercoil (Second Class)
* 10TH (SSLC) from ST. Antony Hr. Sec School, with (Second Class)

**CERTIFICATION COURSES:**

* BASIC MECHANICAL TECHNOLOGY COURSE LEVEL 1 from Institution of Technical Education, Singapore.
* BASIC COMPUTER SKILLS.
* MS OFFICE with Computer Skills from Vilray Computer Education.

## PROFESSIONAL EXPERIENCE:

* Worked as Store keeper at **NAM LEE PRESSED METAL INDUSTRIES LIMITED, Singapore,** .from March 2010 to Feb 2013
* Worked as store keeper at **INTERCOATINTER NATIONAL POWDER COATING, Kuwait,** from M Sep 2013 to Dec 2015
* Worked as **Store Keeper** at **TECHNICAL DEVELOPMENT FOR CONTRACTING, Riyadh Metro Saudi Arabia** from Oct 2016 TO Dec 2020

**DUTIES AND RESPOSIBILITY:**

* Ensure that all the metal parts, Products are properly packed according to the packing procedures/specification.
* Simple trouble shooting and up–keeping of the packing machines.
* Maintenance of tools and machines.
* Make a delivery report.
* Report to the supervisor all daily activities.
* Providing necessary parts for the machines.
* Ensuring that the machine got every parts and components it needs.
* Conducting machine maintenance on regular basis.
* Assuring the quality of the machine’s capacity and capability.
* Keeping track of scrapped units and errors encountered.
* Perform related duties as assigned.
* Perform weekly cycle count, quarterly inventory, mid-year inventory and year-end inventory and physical inventory and prepare year-end inventory reports.

## PERSONAL TRAITS:

* Person who considers Work as first priority.
* Good Stamina.
* Curiosity of learning new & more things.
* Ability of Handling any kind of situations and Working under Pressure.
* Willingness to work in team.

## SKILLS & QUALIFICATION:

* Possesses a basic understanding of standard operating procedures.
* Flexible and ability to work against deadlines.
* Initiative, good time management and commitment to timely completion of tasks.
* Good teamwork and ability to communicate.
* A proactive approach to problem solving.
* Good Coordination with other Department for best outcome.

## OPTIONAL INFORMATION:

* Fathers Name : Antony Michael
* Date of Birth : 23, July 1986
* Marital Status : Single
* Languages Known : English ,Tamil, Hindi, Malayalam
* Address : No-110, North Street, Kurusady, Nagercoil, Tamilnadu - 629004.
* Computer Skills : Basic Computer Skill, Microsoft Office.

## DECLARATION:

 I hereby declare that the information furnished above is true, correct and complete to the best of my knowledge.

Place: Yours Sincerely,

Date:

 {JOSEPH LEON}