

Rasak Vambante

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CAREER OBJECTIVE

Work for an Organization with growth, innovation, leadership, and job enrichment. I would like to be a part of cross cultural and well-endowed team, which plays in highly competitive environment and has a passion to win.

SUMMARY

- Hardworking and assertive individual able to handle challenges in day -to- day activities.
- Not intimidated by the unknown, but confident and willing to try different approaches and methods to accomplish the task at hand and a fast grasper of new methods.
- Able to work under pressure, have high energy levels and can perform well in an independent role although I am a strong aptitude and effective team player for leadership with excellent organizational and management skills.
- Communication skill and grasping power
- Quickly learn procedures and methods

EXPERIENCE

NOW RECIVING JOB IN A HYPER MARKET IN KHALIFA CITY B, ABU DABI.

ARAFA ELECTRONIC BALANCE & TYRE CHANGE .Mussafa Abduhabi (Dec 2015-Jan 2018)
DESIGNATION: GARREGE INCHARGE & SUPERVISOR

AL REYAMI GROUP OF COMPANIES – Karama.Dubai (Nov 2008 – Aug 2013)
DESIGNATION: Store Senior Supervisor (Office Furniture & Interiors)

AL REYAMI GROUP OF COMPANIES – Karama.Dubai (Nov 2001 – Aug 2007)
DESIGNATION: Store Keeper (Office Furniture & Interiors)

JUMA AL MAJID EST. Horlanz .Dubai (July 1993 – June 1999)
DESIGNATION: Store Keeper (Office Furniture & Interiors)

Job Responsibilities Handled :-

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses

- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Knowledge of proper bookkeeping and inventory management
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment
- Analytical mind with ability to make accurate mathematical computations
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- Skills to operate common office equipment
- storekeeping, inventory control, or recordkeeping
- Stock update

AREAS OF EXPERTISE

- + Delivery Supervising
- + Stock Allocation Incharge
- + Store Management
- + Inventory Management

PROFESSIONAL QUALIFICATIONS/ COMPUTER SKILLS

- ⇒ Pre Degree, M E S Ponnani College.Kerala.India
- ⇒ Windows Application.
- ⇒ MS Office.

PERSONAL DETAILS

Date of Birth : 10th nov1972
 Marital Status : Married
 Nationality : Indian
 Passport No : J3479556
 Languages Known : English, Hindi .Malayalam,tamil & Arabic.
 Visa Status : Employee visa still to December 2020

DECLARATION

I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

Thanking You,
Rasak Vambante