




SHAMSHEER C.B.


WAREHOUSE COORDINATOR




 **Male**

 **13-April-1984**

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 **Dubai - UAE**

ADDITIONAL INFORMATION

Visa Status : Visit Visa
Father Name : Mohammed Kunhi
Nationality : Indian
Marital Status : Married

Permanent Address
Mammoonhi Villa, Kakkad, Kannur, Kerala
670005 - India

CERTIFICATIONS

2005: Bachelor of Arts - History

2002: 12th Grade/ HSC

2000: 10th Grade/ SSLC

: Abu Dhabi Food Control Authority Exam
Passed

SKILLS

● Language

English, Hindi, Malayalam, Arabic

● Computer

Microsoft office, DCHMN
SAP (basic), ERP(splendid),

OBJECTIVE

To work in the most challenging position in your organization where my knowledge and skills can be put in for the successful execution of task

WORK EXPERIENCE

● NAZIH TRADING Co LLC Warehouse (NAZIH GROUP)

Store Keeper 2019 - 2021

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

● TRIANGLE SCAFFOLDING COMPANY LLC

Store Keeper 2017 - 2019

- Preparation of L.P.O.
- Updating and Maintaining records of Materials Stock.
- Keep inventory and stock records update on a real time basis and highlights for ordering.
- Store materials and tools in an organized way considering proper storage, material identification and status (such damaged, ready to use etc.)
- Ensure that materials received/delivered as stated in shifting paper's quantity. Receiving and issuing Items through proper documentation.

● TURKEY ROASTERY(under rashid al kindi trading)

Store Keeper 2012 - 2016

- Reporting to the Store Manager.
- Responsible for storage of both food & beverage and operational stock. Responsible for day-to-day check on the storage facilities for upkeep and hygiene. Responsible to follow standards for issuing and receiving stock within the stores.
- Maintaining and managing the stores and purchases.
- Documenting the warehouse transactions.
- Preparing L.P.O for all local purchases and sorting invoices for payment.
- Delivery coordinating to different coop, supermarkets after item and quantity confirmation.
- Billing and G.R.V taken using E.R.P after quantity confirmation.
- Producing, Monthly, and yearly stock reports. • Ensure safety in store like temperature, first aid, pest control .etc under FCA Abu Dhabi