

***GAUTAM SHARMA***

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***Dubai, UAE.***

***CAREER OBJECTIVE:***

*To be able to join your organization where the knowledge acquired through education and experience may be applied, shared and further enhance not only for personal growth but also for the fulfillment of the company*.

***WORK EXPERIENCE***

*Presently working in a leading Fashion brands like H&M, Mother care, Debenhams, American Eagle Next, Coast, OTH, Kidzania, Justice, Limited Too, Monki, Claires, Dr. Vrenges Bath and Body Works, Victoria Secrets, Boots.*

***TRANSGUARDCO LLC (Nov 2,2021)***

***DUTIES AND RESPONSIBILITIES***

* *Responsible for non-operational (VAS) which is Value Added Service activities according to the (SOP) Standard Operating Procedure of the warehouse such as putting hangers, tags. Using Monarch Paxar for pricing items and Labeling*
* *Coordinating with operational procedures of ILS functions like receiving, put away, picking, and Closing.*
* *Receiving incoming shipments and assist in physical checking the goods asper SKU (article number, color and size) in the shipments.*
* *Arranged and Segregate the stocks in their corresponding departments and thereby Checking-in the stocks with the RF device.*
* *Maintain the cleanliness and tidiness of the working area.*
* *Well knowledge of EGY shipments (customs required) activities*
* *Able to stand and walk for long periods of time and lift some heavy items.*
* *We use RF-SCANNERS to ensure that all orders are accurate.*
* *Locating (put away) items in the location using the RF- SCANNER.*
* *Performs many different tasks.*
* *Hangering, tagging, Folding and bagging garments.*
* *Censoring (Pictures and letters) depends the customs required.*
* *Pricing (Local currency) using monarch pathfinder and labeling (Item label with Arabic Translation, G Mark Label and Label with BOE details in Arabic) of items.*

* *Communicate with management and co-workers to ensure an effective work plan*
* *Follow policies, loss prevention, and safety procedures at all times*
* *Any previous tagging/picking/processing work history*
* *Identify any overages, shortages, miss-ships or damages when processing orders, and reconcile the variances with the data entry clerk or a manager*
* *Utilizing an RF scanner, they will process merchandise for put away and picks, ensuring timely and accurate processing of orders for assigned Stores*
* *Accurately place correct price tags (SKU tag) on the correct merchandise*
* *Restocks warehouse inventory by accurately scanning merchandise into specific locations*
* *Work as a team to assist other picking and packing lines when not busy*
* *Works with and assists fulfillment with moving inventory as requested*
* *Works with and assists inventory specialist with all inventory validation*
* *Works with management to facilitate all transfers of finished and unfinished goods from both production facilities. (lab at #3 and lab at #150)*
* *Works with management in maintaining and organizing all cleaning and shipping supplies*
* *Additional expectations as approved/designated by management*
* *Manages all mass market, bulk and private label orders including managing the fulfillment of all aloe orders*
* *Works under direct supervision and follows standard procedures and written instructions to accomplish assigned tasks to meet deadlines*
* *May report to Production, Purchasing, or Warehouse/Shipping Supervisor or Manager*
* *Follow all processes, regulations, safety procedures in the performance of job duties*
* *Responsible for maintaining assigned equipment clean and in good working order*
* *Operates standard or specially designed machines to place or arrange products in cartons, bottles, boxes and other types of containers and the operation of labeling, weighing and sealing machines*
* *Responsible for all transactions. Removes and disposes of refuse, keeps outside passageway clear and clean, provides supplies and minor maintenance/janitorial services*
* *Maintains records of damaged or defective items and discrepancies in quantities and weights and records time, date, quantity, source and destination of materials received or shipped.*
* *Dispatched over 1,000 police, firefighters, or medical emergency personnel as necessary and appropriate in response to citizen calls.*
* *Prioritized calls and emergency SMS messages by importance and urgency.*
* *Determined most appropriate traffic routes for emergency response vehicles.*
* *Maintained awareness of emergency vehicle locations at all times to keep cross-agency communication clear and effective.*
* *Recorded all calls, SMS texts, emergency and non-emergency responses, and other actions in both written and digital formats.*

***KEY SKILLS AND COMPETENCIES***

* *Ability to interpret and act upon complex instructions.*
* *Complying with all safety requirements.*
* *Processing all incoming shipments.*
* *Physically fit and able to stand and walk around for an entire shift.*
* *Can properly read a tape measure.*
* *Ability to identify problems and offer solutions.*
* *Superb hand dexterity and strength.*
* *Able to work in a team environment*
* *Good hand to eye coordination.*

***EDUCATIONAL &TECHNICAL QUALIFICATION***

***HSSC (2017)***

***PERSONAL DATA***

*Date of Birth: 2 Jan,1998*

*Father Name: Shashi*

*Place of Birth: Amritsar*

*Height: 5.11*

*Gender: Male*

*Civil Status: single*

*Citizenship: Indian*

*License-HME (8):4296661*

*Passport No: T1962767*

*Passport issue Date:17July,2019*

*Passport Expiry Date:16 July,2029*

*Visa Status: Employment, Dubai.*

***Declaration***

*I hereby assure you that the above furnished details are true and correct in my best knowledge and belief.*

*Date: Gautam Sharma*