



KUMAR

CONTACT



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MUHAISNAH-DUBAI

ABOUT ME

Looking for a good opportunity to keep developing my skills and knowledge.

SKILLS

MS Word, MS Excel



LANGUAGES

TAMIL ■■■■■■

ENGLISH ■■■■■■

HOBBIES



CAREER OBJECTIVE

A Suitable Position with an Organization Where I can utilize the best of my Skills and abilities that fit to my education, skills and experience a place where can encourage and permitted to be an active participant as well vital contribute on development of the company.

WORK EXPERIENCE



STORE KEEPER / WAREHOUSE IN CHARGE

Since OCT'2018 With Harinarayanan Structural's pvt.ltd @ Tamilnadu

Duties & Responsibilities:

- * Regular monitoring and analyzing kind of MEP Tools and Materials.
- * Interacted with prisoners daily in regards to property, mail and store-bought goods.
- * Organize and maintain inventory and storage area.
- * Inspected items for quality and quantity against freight documents.
- * Prepare Purchase Requisition & Issuance Form.
- * Delivery note, Gate Pass, Transmittal Form & Material Receiving Reports.
- * File Maintenance for all outgoing / Incoming materials.
- * Responsible for weekly / monthly Materials requests reporting to department manager.



SALES ASSISTANT

FEB' 2016 TO OCT'2018 With A.T.S Traders @ Tamilnadu

Duties & Responsibilities:

- * Labelling goods that have arrived at the warehouse.
- * Preparing deliveries for out pound stocks.

PERSONAL

PROFILE

Father's Name : Govindraj

Date of Birth : 29-12-1991

Marital Status : Single

Nationality : Indian

Passport No : P 8772358

Date of issue : 23.05.2017

Date of Expiry : 22.05.2027

Visa status - visit visa

- * Removing hazardous products from the warehouse.
- * Occasionally selling goods over the trade counters.
- * Accurately updating stock to retail outlets.

EDUCATION

M.B.A **2015**

Bharathidasan University, Tamilnadu

B.COM **2013**

Bharathidasan University, Tamilnadu

Higher Secondary School **2009**

State Board, Tamilnadu-India

SKILLS

- * Working Knowledge of or ability to learn applicable University
- * Infrastructure Policies and Procedures.
- * Ability to utilize interpersonal skills that contribute to a strong team environment.

Declaration

I hereby declare that the above written particulars are true & best of my knowledge.