

CURRICULUM VITAE

HAREESH VENGAYIL

E-mail: hareeshvengayil@gmail.com



LOOKING FOR STORE INCHARGE

PERSONAL DETAILS

Date of Birth : 30-05-1981
Sex : Male
Marital Status : Single
Nationality : Indian
References : Available on request

Education:-

- Pre-degree from university of Calicut 1998-2000
- Computer Literacy (M.S. Word, Excel, Power Point, office Outlook)
- SSLC 1997-1998

Objective:-

- To be able to work and be a part of your prestigious company that would further Enhance the knowledge and the discipline built in me and would give me an Opportunity to learn and handle new things and tasks.

Work Experience:-

- 3years worked as a office assistant in Dolphin Radiators and cooling system Sharjah UAE (2005-2008)
- 3 years Worked as a Store Keeper in Dolphin Radiators and cooling system Sharjah UAE (2008-2011)
- 6 years worked as a Store Keeper cum workshop in-charge in Dolphin radiators and cooling system Fujairah UAE (2011 to 2017)

Strength & Abilities:-

- Successfully implementing the inventory control system in the company
- Successfully control the related jobs in a smooth and decent manner
- Planning of store control system in the company
- Command complete inward and outward movement of materials. Manage material right from the initial stage of sourcing, to negotiation procurement and storing. Identify a new and better space saving techniques, methods of goods identification, storage and movement, responsible for managing scrap, obsolescence of company's assets.

Duties & Responsibilities:-

- Handling of entries store & dispatch function and heading the dept.
 - Material planning and preparing the purchase requisition
 - Maintaining the minimum and maximum stock level & maintaining 0% of Breakdown due to unavailability of stock.
 - Receipts and issues of materials
 - Preparing quotations and maintaining and filing office records.
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- Languages Known : Malayalam, English and Hindi

I hereby declare that the details furnished above are true to best of my knowledge.

Place: Edathode
Date:

HAREESH VENGAYIL