

# CURRICULUM– VITAE

## **STORE & DELIVERY - IN CHARGE**

**EDWARD.S**

**Madurai, India**

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### SUMMARY

9+ years experience in store & delivery in- charge.

- Inventory section and stock management
- Delivery in-charge.

### SCHOLASTIC

- Diploma in Mechanical Engineering

### CAREER CONTOUR

- 2 years **ON-JOB TRAINEE** in Essar steel Academy (SURAT) |July 2010 to Aug 2012|
- **ASSISTANT MANAGER** in Essar Steel India Ltd ( SURAT)|Aug 2012 to Dec 2015
- **STORE SUPERVISOR** in Genetco ltd (MUSCAT) |Jul 2016 to Dec 2019|

### KEY RESULT AREAS

#### STORE IN-CHARGE

- Requisition to purchase department as per materials requirement.
- Once items received we should verify the goods condition and compare the invoice amount and quantity with purchase order.
- Inspects items as to quality and quantity. If We find any damage and poor quality material must to be returned also informed to manager.
- To keep the material on the bin, racks, pallets as per location wise.
- To create the GRN in ERP system and to make the Item coding procedures.
- Maintain the minimum stock level and Stock confirmation for each inventory documents.
- Prepare the aged item stock report.

#### DELIVERY IN-CHARGE

- Build positive and productive working relationships with customers for business growth.
- To issue receive the materials as per sales order.
- To supply the materials to customer proper place and proper time.
- Maintain proper records of delivery invoices.
- Analyze and troubleshoot delivery issues in a timely fashion.
- Strong verbal communication skills to speak to customers and delivery team members.

## **IT SKILL**

- MS Office – Word ,Excel, PowerPoint, Outlook.
- SAP,ERP
- Well versed with the usage of Internet, E-mail.

## **PERSONAL DOSSIER**

- Professional and positive attitude.
- Quick learner and planning with executing the skills and experience.
- Capable and can work independently in urgency with positive actions.
- Flexible in working hours and committed to excellence.
- Committed to professional excellence, organized and flexible.

## **PERSONAL INFORMATION:**

Date of Birth : 26/03/1991

Nationality : Indian

Civil Status : Single

Languages : Tamil, English, Hindi

Permanent Address : 1/327-5-4 Kurinji street, v.o.c 2nd street,  
Opposite yadava gents college, thiruppalai,  
Madurai, Tamil Nadu.

## **DECLARATION**

I hereby declare that the information I have given is true and correct to the best of my Knowledge. Hope you will consider my C.V. favorably and give me positive response.

Thanking you

Regards

Edward.S