




# Yash Pal

## STOREKEEPER

### CONTACT:

 **PHONE:**  
+968-94230481

 **EMAIL:**  
yashbhimta444@gmail.com

 **ADDRESS:**  
Muscat Ruwi ,113 Oman

### EDUCATION :

#### B.sc IT

- Lovely Professional University, Jalandhar, Punjab

#### H.S.C (10<sup>TH</sup>)

- H.P Board , City Kangra, Himachal Pradesh

#### S.S.C, (12<sup>th</sup>)

- H.P Board ,City Kangra, Himachal Pradesh

#### STCW

- DG shipping govt. of India

#### LANGUAGE:

- English
- Hindi
- Arabic

#### HOBBIES:

- Reading
- Sports
- Travel
- Coding

### PROFESSIONAL SUMMARY:

Diligent Storekeeper with highly developed skills in inventory management, customer service and stockroom layouts. Track record of successfully investigating and resolving customer complaints and maintaining pre-determined stock levels. Focused on consistently offering friendly, engaging service.

#### STOREKEEPER | ONEIC:

Muscat Oman - September 2018 - Current

- Management of stores inventory and coordination of periodic stock takes
- Picking & packing of store orders.
- Optimise efficient operation of the warehouse by coordinating deliveries with carriers and adhering to schedules and deadlines
- Management of jobs parts and gear received.
- Quality assurance and accuracy of receipting and dispatching goods
- Purchasing and management of Bill of Materials
- Kept sales receipts and maintained accounting records.
- Issued invoices to request payment from customers every month.

### SKILLS:

- Document Management
- Payroll Management
- Inventory Management
- Data Entry
- Records Maintenance
- Purchasing and procurement
- Forklift Operation
- Machine Maintenance
- General Housekeeping
- Safety Compliance
- Handling raw materials