

CURRICULUM VITAE

YASH PAL

STOREKEEPER



Current Location : Post Box : 112, Postal Code : 1393, Ruwi Sultanate Of Oman



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Paly7841@gamil.com

CAREER OBJECTIVES

Seeking a challenging carrier in the ever-growing field of merchandiser. Best utilizing my experience, technical ability, analytical & problem solving skills. The job role manages timely receiving of materials/items at stock/stores yard in a construction site and inventory through computer system.

WORKING EXPERIENCE

- Store Keeper
Oman National Engineering & Investment Co. (SAOG)
(Since Aug' 2018 to till Date)

EDUCATION QULIFICATION

- Passed Intermediate In 2013 from HP Board with 1st Division
- Passed High School In year 2010 from HP Board with 1st Division

TECHNICAL QULIFITION

- Diploma in industrial safety management from Ministry of Shipping, Patna Gai Ghat.
- Diploma of computer application.
- JavaScript
- Domestic Data Entry Operator

RESPONSIBILITIES

- Entering the incoming stocks and invoicing the sales order in ERP.
- Transfer stocks to separate locations.
- Stocks issuing to the branches and stock Receipt Voucher.
- Prepare a packing list in ERP and Excel.
- Handling purchasing orders.
- Ordering goods to a supplier and follow with ETA.
- Cash and cheque depositing in the banks.
- Following the requirement from Head office.

PERSONAL DETAILS

Name : Yash Pal
Father's Name : Inder Singh
Nationality : Indian
Date of Birth : 17-oct-92
Religion : Hindu
Gender : Male
Marital Status : Single
Language Known : English , Hindi
Passport Number : R5518235
Passport Issue Date : 22-nov-17

SKILLS

- Operating system.
- Windows Packages.
- Ms office , Excel A+.
- Communication Skills.
- Attention to details.
- Stress tolerance .

HOBBIES



Travel



Reading



Music



Writing

I Hereby declare that all the given particulars and details are true to the best of my Knowledge and belief and I am also willing to give my best for the company.