

Storekeeper Resume

Rakesh.Thota

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Career Objective:

To work in an organization where I can grow with it, by enabling me to apply my technical and creative skills to my full extent and allowing me to be exposed to the cutting edge technology in the industry.

Personality Traits-

- Hardworking, Punctual and Responsible
- Good team player
- Ability to perform under high pressure and against target deadlines
- Excellent interpersonal and communication skills
- Ability to motivate and inspire confidence in the team

Highlights of Qualifications:

- Extensive storekeeping experience in Commercial and Industrial Building Construction Industry
- Sound knowledge of the construction, mechanical, back filling material handling, Storing and issued
- Proficient in MS Office Suite (Word, Excel, Access, and Power Point) and Adobe Suite, Oracle, SAP,RMS
- Good conflict-resolution and communication skills

Professional Experience:

Construction Site Storekeeper, July-2017 to till date

PROJECTS :(ALBA PRECAST, ALBA POTLINE -6 & BAPCO MAIN CIVIL & MECHANICAL WORKS & UNDERGROUND PROJECT (continued)

- Participated in on site meetings.
- Material received, issued at site records-keeping.
- Material Physically Checking & Received through Material CMA approval
- Under general supervision ,an increment of this class is responsible for maintaining large number of supplies, material and equipment to meet department needs,
- Supervise and participates in the checking of the delivery of ordering items, and inspecting them for correct order , quality and quantity

Non Destructive Test

Progress meetings, Material Delivery schedules, weekly reports, monthly reports,

- Ensured cleanliness of Store yard and warehouse.

- Managed job site schedule.
- Verify the quantity of required construction materials, its availability and request immediately to the procurement.
- Supervision of Civil works, Quality Control of materials for use, Preparing Stock reports.(weekly/monthly)
- Coordination with consultant and architectures. Satisfy client requirements according to their need.

Technical Knowledge:

- MS Office (MS word, excel, power point pivot table graphs etc.)

- Oracle, SAP, RMS, Operating

Education

B.com computer's (2ND YEAR) Narendra Degree & PG College Osmania University HYDRABAD, India

INTER (CEC) 2nd year Completed at Vivekananda Junior college Osmania University Hyderabad, India

SSC completed at ZPHS Choutpally, India

Personal Details-

Date of Birth: 18-08-1997

Marital Status: Unmarried

Nationality: Indian

Religion : Hindu

Address: Rakesh.Thota

House: Choutpally

Hyderabad, Telangana, India

Pass-Port No: P5756290

Place of issue: India

Issue Date : 28/11/2016

Expiry Date : 27/11/2026

Driving License: Bahrain,

Language

Write: English, Hindi, Telugu

Speak: English, Hindi, Telugu

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Rakesh.Thota.