



Sateesh Kesarwani

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- **Aims and Objectives**

Highly stimulated and enthusiastic individual with over 5 years of experience working in warehouse environment. Hands-on experience in managing and tracking shipments and providing customers with advice and shipment alternatives. Appropriately manages documentation and billing issues. A team-player who is recognized for providing exceptional customer service.

- **Academic Qualification**

- **Discipline- Graduation in Science B.A.**

Institute/University- Chatrapatti Shiva ji University, Kanpur, 2013

- **Discipline- Commerce**

Institute/University- Uttar Pradesh Board, 2010

- **Discipline- S.S.L.C.**

Institute/University Uttar Pradesh Board, 2007

- **Computer Qualification**

- Certified course in Computer Basic

Institute – Alfa Institute Varanasi,

- Certified course in Basic Diploma in Computer Typing.

Institute – Jan shikshan Sansthan Kaushambi

- **Computer / Software Skill**

- M.S. Office (Proficiency in Microsoft Excel, word , Power Point- Presentations)

- Basic knowledge of Adobe photo shop, Corel draw.

- Basic Knowledge of Photo Designing/Editing Software's.

- **Professional Experience**

- **Organization**

Tamimi Global Co. (Saudi Arabia)

Tamimi Contracting Aramco R & I P.

Designation – Store Keeper

Industry Preference – Catering / Food Beverage. / cost supervisor

Period of Work – February -2015 to till now .

- **Passion Cargo Pvt Ltd.**

New Delhi India.

Designation - Store Keeper

Industry Preference – Electronics/IT/Maintenance

Period of Work - Jan 2013 to Dec 2015

- **Duties/Responsibilities**

- Managing the efficient receipt, storage and dispatch of a wide range of goods from the Store.
- Complying with all Health, Safety and Environmental standards.
- Developing and implementing SOPs (Standard Operating Procedure) for the store management.
- Facilitating effective communication within the team and across the site.
- Ships canceled and damaged items back to vendors as appropriate.
- Modern store procedures, including methods of proper and orderly storage and issuance of materials; basic stock inventory procedures; requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, and the use and meaning of each; computerized warehouse record keeping systems.
- Resolves discrepancies in requisitions, purchase orders, and delivery reports by contacting vendors or requesters.
- Stocks materials according to a prescribed inventory system.
- Counts, weighs, and measures goods received or issued.
- Directs the maintenance and operation of gas, electric, or hand operated stores equipment.
- Establishes standards and methods for packaging and storing supplies and materials.
- Estimates cost and assigns account codes to items purchased.
- Unpacks incoming goods and wraps and packs outgoing goods.
- Unloads materials from trucks by hand or with hand operated or motorized equipment.
- Maintains catalogs of available stock items.
- Prepares and files complaints on unsatisfactory shipments.

1. **Documentations**

- a. Prepare weekly Pending Lists for the material not received Against the Indent raised.
- b. Check the stock ledger on day-to-day basis.
- c. Audit the physical balance with the Ledger Register balance on every Month
- d. Raise Rejection slips for rejected items and forward the same to H.O.

2. **Supervision and Control**

- a. Control material ordering by checking the Indent and upraise the

- Engineer regarding the availability of the material at site.
- b. Supervise, assist and train stores assistant in his day-to-day work.
- c. Check the Gate pass, Transfer Notes, Issue Slip and weighment slip.
- d. Visit the site frequently and check the material being wasted by the Contractors and inform the Engineer.

3. Co-ordination

- a. Follow-up with suppliers and Purchase Department for timely delivery Of material.
- b. Co-ordinate with the Site In charge/Purchase Dept. For the Challans Pending at site.
- c. Co-ordinate with Engineer regarding stock status of the items, which Are required on the regular basis so that he can raise Indent and the Material, arrives with in the lead time.
- d. Co-ordinate frequently to the Site In charge or Purchase Department for The material lying excess at the site so as to avoid dead stocks Piling.
- e. Co-ordinate with Site In charge for rejected items lying in stores.

• Knowledge, Skills and abilities

- Knowledge of standard practices, procedures, and equipment used in the receipt, storage, Requisitioning, and disbursement of supplies and materials.
- Knowledge of training and supervising techniques and employee policies and procedures.
- Knowledge of the occupational hazards and safety precautions applicable to the work.
- Knowledge of labor relations and applicable union contracts.
- Knowledge of equal employment opportunity policies and procedures.
- Knowledge of WMS Warehouse Management System
- Knowledge of FSMS (Food Safety Management System)
- Knowledge of ERP system.
- Ability to instruct and supervise employees.
- Ability to maintain work schedules and uphold work standards.
- Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.
- Ability to maintain records and prepare reports.
- Ability to conduct training and informational sessions
- Ability to communicate effectively with others, both verbally and in writing.
- Ability to maintain favorable public relations.

• KEY SKILLS AND COMPETENCIES

Management

- Able to adapt quickly and effectively to operational issues.
- Can work in a fast paced and very busy Store/warehouse.
- Ability to read, interpret, and effectively communicate necessary policies and procedures to others.

Personal

- Developing individuals in a team so that they achieve their full potential.
- An excellent man-manager who leads by example and is able to adapt quickly and effectively to operational issues.

- **TRAINING ATTENDED**

- Fire equipment training
- Customer service
- Health & Wealth training
- Hazard identification
- Driver safety behavior
- Heat stress
- Food Safety Management System
- MSDS Material Safety Data Sheet Training

- **Training Certification Details**

- Safety & Behavior Training (Saudi Aramco EPIQ Dept. Tamimi Global Company)
- Fall Protection Training (Saudi Aramco EPIQ Dept. Tamimi Global Company)
- HAZCOM Training (Saudi Aramco EPIQ Dept. Tamimi Global Company)
- Heat Stress Training (Saudi Aramco EPIQ Dept. Tamimi Global Company)

- **Certification Details**

- Experience Certificate (Tamimi Global Co KSA)

- **AREAS OF EXPERTISE**

- Stock Rotation
- Logistics
- identifying variances
- Retail Stores
- Distribution Planning

- **Linguistic Skills**

- English
- Hindi
- Arabic

- **Personal Details**

Name : Sateesh Kesarwani Hari Prasad
Date of birth : 10/12/1992
Marital Status : Un-Married
Nationality : Indian
Languages Known : English, Hindi & Basic Arabic
Gender : Male
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(sateeshkesarwani6@gmail.com)

- **Passport Details**

Passport No. : J7642796

Date of Issue : 06/05/2011
Date of Expire : 05/05/2021
Place of Issue : **Lucknow**

- **Declaration**

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