



MIDHULAJ.K.B

WAREHOUSE ASSISTANT

CONTACT

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✉️ midil1615@gmail.com

📍 United arab emirates
Sharjah

EDUCATION

CIVIL ENGINEERING.

AI Noor Technical College, Kerala.
(Government of Kerala)

SECONDARY EDUCATION.

From Kerala Educational Board

HIGHER SECONDARY EDUCATION.

From Tamilnadu Educational Board

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Fluent)
- Tamil (Fluent)

PROFILE

Highly motivated and detail-oriented Warehouse Assistant with 5 years of experience in managing and organizing warehouse operations. Skilled in inventory control, shipping/receiving, order fulfillment, and maintaining a safe and efficient working environment. Strong knowledge of warehouse management systems (WMS), equipment handling, and supply chain logistics. Demonstrated ability to meet deadlines, improve processes, and ensure quality standards.

WORK EXPERIENCE

M.H Al Shaya co

warehouse Assistant Dubai (5Years of Experience)

- Ordered stock to guarantee optimized economic value in line with financial restrictions.
- Generated custom store Key Performance Indicators, automating reports with Clear Point to better monitor performance.
- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Implemented health and safety best practices to comply with regulations.
- Maintaining and keeping track of receipts, records and withdrawals of the stock room.
- Receiving, unloading, and shelving supplies.
- Examining and reviewing deliveries for discrepancies and damages and reporting to necessary personnel for reimbursements and record keeping.
- Cleaning of welding and grinding equipment and testing them to ensure functionality.
- Inspecting the construction site and ensuring that all tools and equipment are complete and good in shape.
- Resolving issues that may arise on receipts, deliveries, and repairs.
- Maintaining all the delivery notes and update through LMS.
- Submitting monthly reports of hazardous goods to HSE Department.
- Control and maintain an adequate stock level in the store and inform superior about any item reaching minimum level to enable replenishing stock and avoid running out of the same.
- Maintain safety precautions to comply with safety rules.
- Purchase Orders.
- Stoking & Labelling.
- Ensure a record of items moving in and out of the store.
- Strong attention to detail and excellent problem solving skills.

Tag world General Contracting co Abu Dhabi(2 Years of Experience) ---
Warehouse Assistant

PERSONAL DETAILS

- Sex : Male
- Marital Status : Married
- Date of Birth : 18-05-1985
- Nationality : Indian
- Religion : Islam

SKILLS

- Inventory Management & Stock Control
- Order Picking and Packing
- Shipping & Receiving
- Quality Control & Inspection
- Warehouse Organization
- Safety and Compliance
- Team Collaboration
- Problem-Solving
- Time Management
- Shipping Documentation & Labeling

PASSPORT & VISA

Passport No:W3602658

Visa Status : Visit Visa

- Strengthened stock taking processes through automation, reducing inventory discrepancies.
- Minimised waste by [Number]% by correcting inefficiencies in stock management processes.
- Enhanced loss prevention by strengthening premises security and access control, resulting in significant theft reductions.
- Tracked and reported on key KPIs to evaluate performance, including stock availability, sales and service levels.
- Receive the materials supplied by the vendor as per the purchase order placed by the purchase department.
- Check the materials thoroughly for quality, quantity, specification, condition etc.
- Categorize the materials category wise and stock in the appropriate location.
- Periodical stock verification and ensure the correctness of stock at all times.
- Issue goods to stores as per indents.
- Pass the bills of goods received and send it accounts department for payment.
- Taking appropriate actions for care and preservations of the materials.
- Generate reports and submit to concerted authorities.
- Maintain all the documents up to date.
- Resolved complaints and product refunds with care and professionalism, maintaining customer satisfaction.

CERTIFICATIONS

- AutoCAD Diploma Architecture
- Diploma Civil Engineering (KGCE)
- Higher Secondary Education

COMPUTER PROFICIENCY

- AutoCAD
- Knowledge of Operating system-Windows 98,Windows XP and Windows Vista
- Installations of operating system and other soft wares.
- MS Word, Excel,

REFERENCE

Available upon request.