



DOB: 28/09/1994

CONTACT



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santoshgurung268@gmail.com



Dubai, UAE

LANGUAGE

- English
- Nepali
- Hindi

EDUCATION & TRAINING

SLC Passed

PASSPORT DETAILS

Passport Number: PA0544680

Date of Issue: 14 JUL 2022

Date Of Expiry: 13 JUL 2032

SANTOSH GURUNG

PROFESSIONAL PROFILE

I am a creative, sharp-minded person with leadership & coaching skills. Strong time-management skills and work ethic. Revenue and results driven.

WORK EXPERIENCES

MHE Operator (Forklift, Reach-Truck, VNA, Aisle Master & HLOP)

Hellmann Worldwide Logistics Dubai, UAE [Spare Parts Warehouse: Ford, Build Your Dreams (BYD), Changan etc.]

[10 FEB 2021 - CURRENT]

- Unload materials and merchandise from incoming vehicles and stack them to assigned places
- Locate and move stock of products to pallets or crates for storage or shipment
- Identify damages and report shortages or quality deficiencies
- Transport raw materials to production workstations
- Inspect machinery to determine the need for repairs and guarantee safety by performing regular maintenance
- Keep updated records of inventory and activity logs
- Comply with company policies and legal guidelines
- Help maintain a safe and orderly environment of the facilities

Warehouse Assistant

Triburg Freight Services LLC Dubai, UAE

[JAN 2015 - JAN 2021]

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimize space utilization
- Complete diary logs into inventory
- Report any discrepancies
- Communicate and cooperate with supervisors and coworkers
- Operate and maintain preventively warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations

PROFESSIONAL SKILLS & QUALITIES

- High school diploma
- Physically fit
- Ability to work under pressure
- Able to take trainings if necessary
- Highly dedicated & motivated
- Effective communication

MARITAL STATUS

Married

DRIVING LICENSE

Vehicle Permit = Light Tractor

License Number: 4266665

Date of Issue: 27/04/2022

Date of Expiry: 29/04/2029

NOTICE PERIOD

One Month

REFERENCE

- Hellmann Worldwide Logistics Company, Jebel Ali Free Zone, Dubai, UAE
- Triburg Freight Services LLC Jebel Ali Free Zone Dubai, UAE

AWARDS

Hellmann Worldwide Logistics Company, Jebel Ali Free Zone, Dubai, UAE

EMPLOYEE OF THE QUARTER-3 (2024)

VISA STATUS:

Employment Visa (JAFZA)