



# MIDHULAJ.K.B

## WAREHOUSE ASSISTANT

### CONTACT

+971568047622

midil1615@gmail.com

United arab emirates  
Sharjah

### EDUCATION

#### CIVIL ENGINEERING.

Al 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)
- Hindhi (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.

## 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

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

- 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.