



## PROFILE

To obtain a suitable position in a reputed company to add more professionalism in my experience, broaden my skills and in return to contribute accomplishment and be an asset to achieve goals and vision of the organization.

## CONTACT

- +971 54 578 9100
- silwallaxman16@gmail.com
- Dubai, United Arab Emirates

## SKILLS

- Communication skills
- Team Management
- Policy Management
- Shift Coordination
- Staff Training & Development
- Staff Supervision
- Scheduling
- Product Ordering And Data Handling
- Ability To Operate And Control Equipment
- Commitment To Safety
- Microsoft Office
- Microsoft Outlook Express, Multimedia, Email & Internet

# LAXMI PRASAD SILWAL

## Forklift Operator & Warehouse Associate

### EXPERIENCES

(2023 June – Present)

#### Forklift Operator & Warehouse Associate

##### SAINT GOBAIN GYBROC MIDDLE EAST, UAE

- Load, unload, ship & receive warehouse items.
- Transport materials to different locations within the facility.
- Optimize loads to ensure operational efficiency.
- Secure loads to machine before transportation.
- Inspect for damages in vehicles.
- Determine the need for repairs.
- Schedule vehicles for maintenance & repairs.
- Operate and manage technical equipment.
- Manage inventory by utilizing RF scanning equipment.
- Pick and wrap orders for shipment.

(2021 Aug – 2022 June)

#### Forklift Operator cum Warehouse assistant

##### UPS GULF THRU ALIGN MANPOWER SERV., UAE

- Adhere to safety management standards.
- Adhere to production schedules.
- Identify damages and report shortages or quality deficiencies.
- Comply with company policies and legal guidelines.
- Help maintain a safe and orderly environment of the facilities.
- Help maintain a safe and orderly environment of the facilities.
- Help maintain a safe and orderly environment

## **PERSONAL INFO**

Date of Birth: 01 August 1983  
Nationality: Nepalese  
Civil Status: Married  
Gender: Male  
Visa status: Employment visa

## **LANGUAGES KNOWN**

English  
Hindi  
Nepali

## **REFERENCE**

Available upon request.

(2017 Aug – 2021 July)

### **Forklift Operator cum Warehouse assistant**

#### **EURO TELECOM FZE, DAFZA**

- To handle all incoming and outgoing shipment, ensuring loading and unloading of containers run smoothly, completing on time.
- To record down the Year of Manufacture of goods received.
- To ensure goods received are of merchantable quality and quantity received tallies with shipping documents
- To ensure safe and proper handling of goods, including proper storage and based on First In First Out principle.
- To monitor stock levels and prompt purchaser to replenish non-stock/stock items has fallen below minimum holding quantity.
- To assist and follow-up upon procedures as and when required by management.
- To ensure accuracy of goods delivered to customers tally with Delivery Orders and Invoices issued.

## **LICENSE DETAILS**

Light Tractor (Forklift)  
License Number 3996767

## **EDUCATION**

- School Leaving Certificate (SLC)
- (Running) Intermediate of commerce the Board of Nepal.

## **DECLARATION**

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

Yours sincerely,  
Laxmi Prasad Silwal