

PROFESSIONAL SUMMARY

Experienced Warehouse Assistant with over 2 years of hands-on expertise in inventory management, stock control, and efficient warehouse operations. Proven ability to maintain organized storage, assist with logistics coordination, and ensure timely handling of goods. Previously worked as a Safety Officer and Salesman, demonstrating strong communication skills and a commitment to workplace safety and customer service. Currently seeking a Warehouse Assistant position to leverage my skills in a dynamic environment and contribute to streamlined warehouse processes.

WORK EXPERIENCE

Warehouse Assistant cum Safety Officer

Jacky's Gulf Free Zone | 2023 - 2024

- Assisted in receiving, inspecting, and storing incoming shipments, ensuring accurate documentation and inventory control.
- Monitored daily warehouse operations, including order picking, packing, and dispatching goods according to delivery schedules.
- Maintained proper labeling, stacking, and safe handling of materials to prevent damage and loss.
- Conducted regular safety inspections of the warehouse to ensure compliance with workplace health and safety regulations.
- Implemented safety protocols and conducted basic training sessions for staff on PPE usage, fire drills, and emergency response procedures.
- Reported hazards and near-miss incidents promptly and ensured corrective actions were implemented.
- Supported stock audits and reconciliations, maintaining up-to-date inventory records using warehouse management systems (WMS).
- Collaborated with logistics and procurement teams to ensure timely stock replenishment and delivery coordination.
- Ensured the proper functioning and regular maintenance of safety equipment such as fire extinguishers, alarms, and emergency exits.

Salesman

Nowa General Trading, Ras Al Khor | 5 months

- Engaged with prospective and existing clients to understand their needs, providing tailored product recommendations to optimize sales outcomes.
- Demonstrated comprehensive knowledge of the product portfolio to effectively communicate features, benefits, and competitive advantages.
- Managed client accounts, ensuring exceptional customer service and fostering long-term business relationships to encourage repeat sales.

Warehouse Assistant

Al Seer Trading Agencies, Dubai (Al Quoz) | Jan 2020 - Oct 2021

- Coordinated and managed daily warehouse operations, including receiving, storage, inventory control, and dispatch of goods to ensure smooth workflow and timely deliveries.
- Implemented efficient inventory management practices, conducting regular stock counts and reconciling discrepancies to maintain accurate records.
- Operated warehouse equipment safely and effectively, adhering to health and safety regulations to minimize risks and ensure a safe working environment.
- Assisted in the planning and organization of warehouse layout to optimize space utilization and improve operational efficiency.
- Collaborated with logistics and procurement teams to facilitate the timely movement of goods and support supply chain objectives.
- Maintained documentation related to shipments, receipts, and inventory transactions in compliance with company policies and standards.

SKILLS

- Warehouse Operations
- Inventory Management
- Stock Control & Reconciliation
- Order Fulfillment
- Shipping & Receiving
- Warehouse Management System (WMS)
- Forklift & Equipment Operation
- Risk Management
- Problem Solving Skills
- Cycle Counting & Stock Audits
- Space Utilization & Layout Optimization
- Supply Chain Coordination
- Documentation & Record Keeping
- Quality Control & Inspection
- Team Collaboration & Supervision
- Time Management & Multitasking
- Problem Solving & Process Improvement
- Vendor & Supplier Coordination
- Manual Handling & Physical Stamina
- Incident Reporting & Discrepancy Resolution
- Packing & Dispatch Operations
- Time Management
- Teamwork & Collaboration

CERTIFICATIONS

- Microsoft Office Suite (Advanced Excel, Outlook, Word, PowerPoint)
- Automobile Engineering

EDUCATION

- NEBOSH International General Certificate (IGC)
- Bachelor of Commerce (B.Com) – Kannur University | 2017
- Higher Secondary Certificate – Kerala Board of Higher Secondary Education | 2013

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil