



RIYAS PRADEEP

WAREHOUSE ASSISTANT

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Dubai ,U.A.E

Career Objective:

A suitable position in **WAREHOUSE ASSISTANT** with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

Profile:

- ⇒ Qualified in Logistic and Supply chain management
- ⇒ Excellent knowledge in mechanical and construction and Automobile material
- ⇒ Have excellent planning, analytical & problem solving skills.
- ⇒ Strongly commercial with excellent communication and influencing skills.
- ⇒ Energetic and capable of working independently and a good deal of autonomy
- ⇒ Energetic, enthusiastic with great attention to details.
- ⇒ Excellent spoken & written skills in English.
- ⇒ Highly dependable & can prioritize and organize tasks.

Career History



Arabian Auto Mobiles co.(Aw Rostamani Group Nissan central parts distribution center
UAE 2017 June TO Present)

- Responsible for managing incoming and outgoing supplies and products.
- Undertaking tasks such as stocking showroom floors or ordering the necessary raw materials as per order requirement from sales department.
- Receiving and counting items in a warehouse inventory and records the data either manually or on a computer.

- Comparing the quantities of items physically present in the warehouse to the inventory records of a warehouse.
- Adjusting the errors in the system, under the direction of the warehouse manager.
- Cleaning and maintaining the warehouse and the tools and equipment in the warehouse to keep things in order and in compliance with federal, state and local safety rules.
- Maintaining records of damaged stock and damaged warehouse materials handling equipment
- Follow up with customer for increasing the parts sales.
- To maintain up to Date & Correct Records.
- Posting of Issues Slips / Vouchers.
- Goods Receiving Notes.
- Receiving of Material & Stored Entry by Computer.
- To Raise Materials Purchase equation.
- To Maintain Order Level of Materials.
- To Keep Exact Record of Incoming & Outgoing Materials my self.
- To Issue and Deliver Materials to Various Units, Departments and Individuals.
- To picking & binning spare parts.
- To Manage Inventory Control System.
- Co-ordination with Management Staff & Others.
- To Make Dispatch and Delivery as per Invoice Number and Item Code.
- Checking the Email, Receiving / Sending for the Company Purpose.

Academic History

- **Secondary School Certificate, Kerala**

Computer Skills:

Office Application : **MS Office**

Personal Profile:

Date of Birth: 05/06/1998

Nationality: Indian

Marital Status: Single

Language Proficiency: English, Hindi, Malayalam & Tamil

Pass port Details

Passport Details: N9874873

Issue Date: 05/07/2016

Expiry Date: 04/07/2026

Place of Issue: Trivandrum

DECLARATION:

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

