

CURRICULUM VITAE



AMOL PATIL

Dubai UAE

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OBJECTIVE:

Seeking a suitable job in an organization where my experience and knowledge can be utilized to the growth of the organization and develop my own career growth.

STRENGTHS:

Self-confidence Good interpersonal skill hard work Good communication skill

WORK EXPERIENCE: 13 Year 5 Months

VOGUE International (Packaging Division)

Jebel Ali Free Zone Dubai U.A.E

Storekeeper

(June 2009 - Present)

DUTIES AND RESPONSIBILITIES:

- Checking of consignor store activities including housekeeping and proper trash disposal.
- Preparing & checking all inventory report in system on weekly and monthly basis.
- Controlling all store activities. (Receiving goods, issuing goods, delivery & stock discrepancy documentations, checking of newly delivered merchandise).
- Supervises year-end inventory and audit.
- Physical stock checking on monthly basis.
- Preparing all types of report related to purchase (outstanding orders, price valuation,

etc.)

- Having the responsibility to supervise the receipt of materials as per the description on the packing List / delivery note and purchase order and make GRN (Goods Receipt Note) for the stock entry in the system (Focus).
- Supervise the storage of materials on the Racks and proper marking of the materials to enable further retrieval of the same as and when required.
- Supervise packing of finished goods for shipment, both for local and export, as per the customer's specific requirements.
- Maintaining stock and movements records of the raw materials and finished goods.
- Monitor and reconcile physical stocks with stock records to ensure accuracy and accountability for stocks.
- Coordinated with suppliers and manufacturers and ensured items do not run out of stock.

PERSONAL:

- A good team player.
- Willing to work overtime at short notice.
- Able to work shifts.

TECHNICAL SKILLS:

Microsoft Windows XP professional Operating, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Multimedia and Internet etc.

PERSONAL DETAILS:

Gender	:	Male
Date of Birth	:	04/12/1989
Nationality	:	India
Religion	:	Hindu
Marital Status	:	Married
Visa Status	:	Employee Visa

ACADEMIC QUALIFICATION:

S.S.C	:	Board of Secondary Education.
H.S.C	:	Higher School Certificate
MS-Office	:	Micro soft Office