



# SANDEEP KRISHNA

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## Objective

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To obtain a suitable position in an esteemed organisation, where I can utilise my qualification and experience to carry out my duties efficiently and develop a successful career.

## Experience

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- Store Supervisor** June 2018 - Present  
Millennium Motors,Kerala, India  
Supervising store staff and daily activities.  
Managing,evaluating and reporting on store productivity.  
Tracking and coordinating the receipt, storage and timely delivery of goods and materials.  
Ordering supplies and maintaining suitable inventory levels.  
Cheking orders,bills,items received, inventory and deliveries for accuracy.  
Maintaining records,reporting relevant information and preparing any necessary documentation.  
Ensuring basic maintenance standards and compliance with health and safety regulations.  
Performing a daily inspection of the store grounds.  
Coordinating and maintaining fleet and equipments.  
Communicating and coordinating with other departments and customers.
- Storekeeper** May 2013 - August 2016  
Integrated Services Center,Abudhabi,UAE.  
Stock inventory and store management.  
For non-standard material obtain all specifications (manufacturer, part number, etc) and source quotations from relevant suppliers.  
Upon receipt of quotations from the Suppliers, then will raise a PR and route for approval.  
Once the PO is prepared and approved as per the Delegation of Authority receives a copy of the PO from the Procurement team.  
Follow up with the suppliers for delivery of material.  
Receives and inspects all incoming materials and reconciles with purchase orders and stores in the allocated area of the stores.  
Return all damaged material to the Supplier.  
Posts the Goods Receipt Note (GRN) on Oracle within one day from physical receipt.  
Inspects physical condition of warehouse & equipment and prepares work order for repairs requisitions for replacement of equipment.  
Maintains the warehouse, records area and stores area in a neat and orderly manner.
- Storekeeper** March 2012 - April 2013  
Al Ghazal Transport, Abudhabi,UAE.  
Thorough knowledge in warehouse management of automobile spare parts of all kind of Light and Heavy vehicle.  
Able to search and to find out spare parts of Mitsubishi,Nissan and Toyota,Gmc vehicles by using EPC(ElectronicPartsCatalog).  
Handle with process of material receipt & issuing against reservations and user requirements.  
Ensure that all materials are properly stored, binned and preserved in accordance with company, client specifications and ISO standards.  
Quarterly and annual Stock Take activities.  
Effective implementation and control of company quality,health,safety and environment procedures(HSE).
- Storekeeper** June 2007 - February 2012  
Rashid Transport Est.,Sharjah,UAE.  
Identify the requirement of spare parts and their part numbers.  
Receive,identify and bin locate stock within the stores area.  
Product identification and traceability.  
Record any stock movements on the inventory management.  
Receiving the material along with DO/invoice.  
Maintaining control document for all purchase.

## Education

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- **Diploma in Automobile Engineering** 2018  
Indian Institute of Technical Education Society
- **Higher Secondary Examination Certificate** 2006  
Board Of Higher Secondary Examination Kerala, India
- **Secondary School Leaving Certificate** 2004  
Board Of Public Examination Kerala,India.

## Skills

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- Microsoft Office
- ERP System
- Tally
- Proficient in using Internet and Email

## Languages

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- English
- Hindi
- Malayalam

## Personal Details

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- Date of Birth : 24/05/1989
- Marital Status : Married
- Nationality : Indian
- Passport : W5350212 (Date of Expiry - 06/09/2032)
- Driving Licence : Valid Indian Driving License .

## Declaration

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- I hearby declare that all the above information furnished details are true to the best of my knowledge and belief.

Sandeep Krishna

Date :

Place :