

## CURRICULUM VITAE



Thangiah selvakumar  
Kew Estate U.D  
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### CAREER OBJECTIVE

Looking forward to work as an **Warehouse Storekeeper**, in an organization where objectives, activities  
And targets can be defined and execute them with perfection to achieve maximum safety and Reliability of organization and personnel.

### EDUCATIONAL QUALIFICATION

G.C.E :G.C.E.O/L, from Tiensin Tamil School  
G.C.E :G.C.E.A/L, from St Mary's central collage Bogawantalawa

### ADDITIONAL QUALIFICATION

: MS BASIC Computer course 1 year from Com World Academy hatton.  
: Expertise in MS Office, Excel date Management, Photoshop, pinnacle studio  
: Proper Maintenance

## PROFESSIONAL EXPERIENCE

- 1) Worked as a **Storekeeper** at Gettco Trading Co.WLL from 2007 to 2009 ( 3years )
  - Gulf English school Gharrafa
  - 124 Villa Al Jazi Garden Gharrafa
  - Qatar cool dafna area
- 2) Working as an **Storekeeper** at Derwind trading and contracting from 2009 and continuing
  - 2 Private Palace Shahaniya
  - Sheikh Ahamad Majlis Gharrafa
  - Shek faisal Mosque
  - Residential building 3 floor 168 apartment
  - 5 luxury palace gharrafa and wajba area
  - Al Meera mall
  - Sinyar tower dafna area

## JOB SKILLS

- Taking the delivery of new stock
- Checking that the stock matches the delivery sheet
- Recording the delivery on a computer system [GRN ]
- Ensuring that the stock is stored in the correct place and in the right conditions
- Keeping the stores in good order by cleaning and tidying
- Checking stock levels
- Ordering new stocks when needed
- Being responsible for the security of the stores
- Dealing with outgoing stock by finding the right part or product when needed
- Updating details of stock movements in computer and bin cards
- Supervising the movements of others in the stores
- Ordering goods when stock levels decrease [ Re order Level ]
- Ensuring that goods are issued on a particular system ( FIFO)
- Monitoring expiry dates
- Communicating with superiors
- Issuing reports of stock movements
- Following store procedures as laid down by the company regulations

## PERSONAL STRENGTHS

- Good centered behavior, creative thinking, patience and hardworking.
- Strong skill in analyzing and interpreting research results and other information.
- Expert in **MICROSOFT OFFICE WORD, MICROSOFT EXCEL, INTERNET, MS POWER POINT,EMAIL**
- Good command over spoken and writing **Tamil, English**, Arabic ,Hindi, Malayalam

## PERSONAL DATA

Name	:	T.Selvakumar
Father Name	:	Thangiah
Date of Birth	:	26.06.1983
Sex	:	Male
Nationality	:	Srilankan
Marital Status	:	Married
Passport Details	:	N5911165
Date of Issue	:	17/10/2014
Date of Expiry	:	17/10/2024
Qatar ID	:	28314402238

## DECLARATION

I hereby declare that the details above are true and correct to the best  
Of my Knowledge.

**T.SELVAKUMAR**