

DEVILAL PAUDEL — Storekeeping | Warehousing | Transporting | Timekeeping



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Result –Driven professional with experience in commercial and business development in Warehouse & Logistics Industry, Targeting senior level assignment with a reputed organization.

Key Skills

Store Operations – Multi Skills

Client Relationship Management

Warehouse & Inventory Management

Commercial Operations Mgmt.

Post Cost & Time Sheets Preparation

Data Management & Reporting

Audits/ Compliance

Quality & Safety Management

Logistics Operations & Transportation Management

Profile Summary

- Competent professional with nearly 8 years of experience in **storekeeping, logistics operations, warehouse & inventory management** in adherence with International standard procedures like ISO 9001, ISO 14001 accreditations
 - Worked on the **supply chain management** of factory logistics operations of all finished goods distribution basis including **co-ordination, traffic (transportation) & operations.**
 - Liaised and managed outbound shipments including preparation of relevant shipping documents like **invoice, packing list and certificate of origin** and so on
 - Knowledge of **proper bookkeeping and inventory management and keen attention to detail**; saved time and cost by effective management
- Analytical mind with ability to make accurate mathematical computations, familiar with International standard procedures and best practices in a stockroom or warehouse environment.
- Competencies in data entry, analysis, and management; attained Warehouse Training related to heavy equipment loading and offloading materials like **Forklifts, Overhead, Cranes, Lifting Equipment and Power Tools**

Career Timeline

**Alpine Bau Deutschland AG Non-Processing
Building Projects, Abu Dhabi-UAE
As a Storekeeper**

**WILTZ Trading & Contracting WLL
Doha, Qatar
As a Sr. Storekeeper**

2011-15

2016-17

2017-19

2022-2024

**ALMIZAN Natural Trading CO.,
Riyadh KSA – As a Warehouse Operative**

**Arcube Group WLL
Doha, Qatar, As Transporting & Storekeeping**

Soft Skills



Communicator



Innovator

Education

- ❖ Bachelor's degree (Education Faculty) from 2007 - 2010

Work Experience | Rules and Responsibilities

- ❖ Managed materials keeping in proper location; regulated The Rack Numbers System and oversaw Main Store activities including Construction Satellite Stores
- ❖ Prepared receipts of material deliveries keeping proper Records, Goods Receiving Report (GRN), reported to Department Head and Filing Hard Copies in Order.
- ❖ Carried out visual inspection & proper judgment of delivery loading and offloading activities as per HSE Procedures
- ❖ Prepared Material Verification Report documents for QA/QC and Third-Party materials inspection and approval Documentation
- ❖ Kept updated records of materials/equipment issuance to track the documents Easily as per required time.
- ❖ Ensured timely update on Stocks account inventory & reported through MS Office Excel
- ❖ Generated Visual Dolphin ERP Systems; interacted with Requesters & Procurement Department to follow up the collection of Goods and tally with the LPO or the BOQ
- ❖ Scrutinized Stores Crews for compliance and proper implementation of Stores Facility Standard Procedures
- ❖ Maintained store facilities in clean, orderly, systematic order while adherence to client requirements and International standard procedures.
- ❖ Reported to Logistics and Commercial Manager, Dept. Head and Finance Dept or the respected concern person.
- ❖ Supervised & monitored daily petty cash expenses and maintained proper tally at the end of the day.
- ❖ Executed all warehouse related activities right from updating daily business operations as per client's requirement to preparing time sheets for all store & Fleet Staff; submitted to accounts dept. at end of month officially.
- ❖ Monitored transportation of daily deliveries; coordinated with team members for on-time completion of daily tasks as per daily schedules.
- ❖ Maintained receipts, records, and withdrawals of the stockroom items category wise on daily basis.
- ❖ Received, unloaded, and shelved supplies; rotated stock and coordinated for disposal of surpluses.
- ❖ Performed other stock-related duties, including returning, packing, pricing, and labeling supplies.
- ❖ Inspected deliveries for damage or discrepancies; report to accounting for reimbursements & record keeping.
- ❖ Ensured adequate record keeping and managed all documentation to confirm proper stock levels and maintain inventory control.
- ❖ Coordinated the handling of freight, the movement of equipment, and necessary minor repairs.

Previous Worked Companies & Achieved Experiences

4. **May 2022 – Till Now with Arcube Group WLL, Doha Qatar as Storekeeping | Transporting | Procurement**
3. **December 2017 – September 2019 With WILTZ Trading & Contracting WLL Doha, Qatar as Sr. Storekeeper**
2. **August 2016 – November 2017 with ALMIZAN Natural Trading CO., Riyadh, KSA as Warehouse Operative**
1. **July 2011- March 2015 - with Alpine Bau Deutschland AG. Non-Processing Building (NPB) Projects, Abu Dhabi Polymers Company Ltd., Ruwais Industrial Area, UAE as Storekeeper (Logistics Dept.)**

IT Skills

- ❖ MS Office Tools, MS Web Outlook, MS Excel, Word, PowerPoint, Visual Dolphin (Like ERP)
- ❖ Systems Data Entry, GRN Entry Inventory Management System, Document Control System, other warehouse related all documentation (Hard & Soft copies preparation, reporting & filing)

Safety Trainings

- ❖ Warehouse related heavy equipment for loading and offloading materials like Forklifts, Overhead, Cranes, Lifting Equipment and Power Tools

Personal Details

Name: Devlal Paudel

Father's Name: Tulasi Prasad Padhya Paudel

Date of Birth: 29th June 1986

Address: MAHASHILA. Ward No. 5, Parbat – Nepal

Languages Known: English, Hindi, Urdu, Tamil, Nepali & Bengali

Passport No.: 12113136 (Valid till 16 Feb,2031)

Marital Status: Married

Nationality: Nepalese

Driving License: (Motorcycle License @ Nepal)

No. Of Dependents: 04