DEVILAL PAUDEL — Storekeeping | Warehousing | Transporting | Timekeeping



<mark>⊠ktspsharma@gmail.com</mark>

Call & WhatsApp+974-50281102

S WhatsApp Only+977-9843677677

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

Career Timeline

Quality & Safety Management

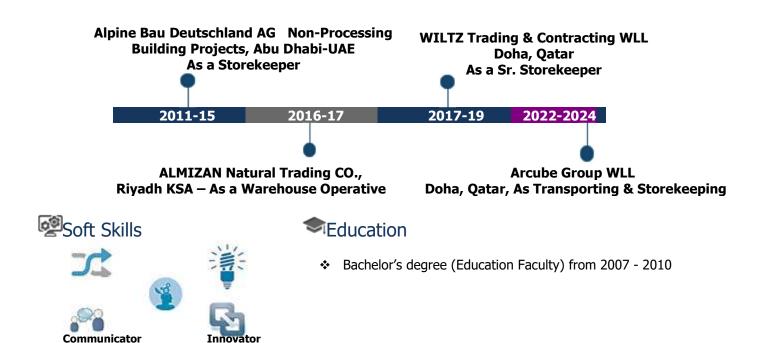
Logistics Operations & Transportation Management

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 coordination, traffic (transportation) & operations.
- С. 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 С. 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**



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: Devilal 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