

# NOUFAL MAITHEENKUNJU

Experienced ForkliftOperator andLightDriver with over 10 years of expertise in logistics and warehouse operations. Skilled in material handling, inventory management, and machinery maintenance. Proven ability to ensure safety compliance, optimize storage, and meet operational deadlines.



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## SKILLS AND COMPETENCIES

- Forklift operation
- VNA truck handling
- Hazardous material management
- Team Collaboration
- Inventory tracking
- Customer Service Excellence
- Equipment maintenance
- Logistical Planning
- Documentation accuracy

## WORK EXPERIENCE

**FORKLIFT OPERATOR, LIGHT DRIVER |** 09/2019 – 01/2024  
**PARAGON SHIPPING & LOGISTICS, DOHA, QATAR**

- Key Responsibilities:
- Operated forklifts to load, unload, and move materials and merchandise efficiently and safely.
  - Inspected incoming materials for damages, shortages, or quality issues, and reported discrepancies promptly.
  - Maintained accurate records of inventory, shipment details, and operational logs to ensure traceability.
  - Conducted daily inspections of forklifts and other machinery, identifying repair needs and ensuring compliance with safety standards.
  - Followed strict safety protocols during forklift operations to prevent accidents and injuries.
  - Organized and stacked materials in designated storage locations to optimize warehouse space.
  - Coordinated with warehouse teams to fulfill orders and meet operational deadlines.
  - Ensured proper labeling and packaging of goods before storage or transportation.
  - Assisted in the implementation of inventory management systems to improve stock accuracy.

**FORKLIFT OPERATOR, LIGHT DRIVER, VNA |** 06/2010 - 06/2015  
**GULF WAREHOUSING COMPANY, DOHA, QATAR**

- Key Responsibilities:
- Managed the handling, unloading, and accurate documentation of incoming materials upon arrival.
  - Processed returned goods by verifying their condition and updating inventory records accordingly.
  - Maintained a safe and organized warehouse by ensuring all storage areas were clean and free from hazards. Adhered to strict safety protocols while handling dangerous, inflammable, or toxic materials. Operated diesel and battery-powered hydraulic counterbalanced forklifts and VNA trucks for material handling.
  - Assisted in inventory audits by providing updated and accurate records of stored goods. Monitored the proper storage and arrangement of goods to facilitate efficient retrieval and minimize damage. Conducted regular maintenance checks on forklifts and other material handling equipment to ensure peak performance.

**MESSENGER** |07/2015 – 08/2016

**UPS COURIER SERVICE, DOHA, QATAR**

Key Responsibilities:

- Loaded delivery vehicles with courier packages, ensuring proper handling and stacking for safe transportation.
- Verified package details, addressed discrepancies, and ensured all couriers were accounted for at collection points.
- Delivered parcels to designated drop-off points while maintaining delivery schedules and customer satisfaction.
- Communicated with dispatch teams to confirm delivery routes and resolve delivery issues.
- Documented delivery details, including recipient signatures and any issues encountered during transit.
- Performed basic vehicle maintenance checks, such as monitoring tire pressure and fluid levels, to ensure road safety.

## ● **ACADEMIC CREDENTIALS**

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### ● **SSLC**

Board of Education Kerala

## ● **PERSONAL SKILLS**

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### COMMUNICATION

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

### ORGANIZATION

Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management

### MANAGEMENT

Management skills to direct others and review others performance

## ● **DRIVING LICENSE**

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Valid Qatar Driving License

## ● **PERSONAL DETAILS**

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Nationality : Indian

Date of Birth : 14/05/1988

Passport No : T0566124

Marital Status: Married

## ● **LANGUAGES KNOWN**

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- English
- Hindi
- Tamil
- Malayalam
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