

NAVEEN KUMAR

saininaveen1798@gmail.com • +971502185029 • India

SUMMARY

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience, a place where I am encourage and permitted to be an active participant as well as vital contribute on development of the company.

EXPERIENCE

IFFCO SEVILLE PRODUCTS LLC, Warehouse Administrator

Jan 2021 - Present

Maintaining an accurate inventory of stored goods
Receiving, inspecting and logging incoming shipments
Packing, labeling and shipping outgoing orders
Coordinating with suppliers and customers
Conducting regular audits of warehouse stock
Organizing and managing warehouse space
Managing staff and delegating tasks
Ensuring warehouse safety protocols are followed
Maintaining warehouse equipment and vehicles

MH Enterprises L.L.C, Store Keeper

Jan 2019 - Dec 2020

- Exercised control over inventory, ensuring safekeeping of quality and quantity of stock, including raw materials, work-in-progress, and finished goods.
- Maintained accurate records, received and issued materials, and conducted regular audits to check physical and book balances.
- Accounted for stock and some fixed assets, demonstrating strong organizational and problem-solving skills.

HCL Technology, Data Entry

Jan 2018 - Dec 2018

- Maintained accurate inventory records, ensuring smooth operations and high customer satisfaction.
- Coordinated with suppliers and customers to ensure seamless operations, demonstrating effective communication skills.
- Managed incoming and outgoing shipments, ensuring proper packing and labeling for timely deliveries.

Jeevan International, Accountant

Jan 2017 - Dec 2017

- Recorded expenses and prepared financial reports, ensuring accuracy and compliance with state and federal laws.
- Collaborated with external auditors to facilitate smooth auditing processes and maintain transparent financial records.
- Managed bookkeeping tasks, including recording disbursements and payments, to maintain accurate financial documentation.

ICAR National Dairy Research Institute, Supervisor

Jan 2016 - Dec 2016

- Oversee day-to-day operations, ensuring the team meets and exceeds company standards for performance and productivity.
- Lead, mentor, and motivate team members to achieve their goals and perform to the best of their abilities.
- Coordinate with suppliers and customers to ensure timely delivery of goods, demonstrating effective communication and problem-solving skills.

EDUCATION

Swami Vivekananda Subharti University, Meerut

BCOM • Business/Commerce, General • 2017 - 2020

LICENSES & CERTIFICATIONS

Third Party Certification License

Gulf Test Safety Consultancies • Issued Nov 2024 - Expires Dec 2025

SKILLS

Organisation • Computer Proficiency • Dexterity • Speed And Accuracy • problem-solving skills • effective communication • willingness to learn • MS Excel • MS Office • English

HONORS & AWARDS

Power Pallet Truck

Gulf Safety & Security Co. Ltd. • Nov 2024

Fire Fighter Safety

Fire & Safety Industries Pty Ltd • Jan 2025

Gulf Safety test

Gulf City Fire Fighting And Safety Equipment Installation L.L.C • Dec 2023