

WINSTON ALBERT

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Objective

Looking for a position that offers growth and opportunity with environment conducive to professional and personal growth and where I can utilize my excellent technical and communication skills.

Skill Set

- Ability to plan and prioritize work activities effectively.
- Highly disciplined, hard working and dedicated.
- Team-player, task prioritization and time management.
- Self-motivation, eagerness to learn and perfectionism.
- Capability to work under pressure.
- Excellent written and verbal communication.

Educational Qualification

Higher Secondary Examination <i>State Board of Secondary Education, Kerala</i>	2008
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SSLC <i>State Board of Secondary Education, Kerala</i>	2005
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Work Experience

AUTOMOBILE STORE ASSISTANT (SAJ MOTORS THIRUVANANTHAPURAM) 2010 - 2016

- Reviewed charge documents for accuracy as well as corrected errors, return documents to source or enter missing data.
- Maintained control of Export and Import shipments documents by properly following procedures.
- Sending daily reports and weekly reports and related data.
- Informing team leader about unusual situations affecting productivity, accuracy and efficiency of data flow.

WAREHOUSE ASSISTANT (BIG BAZAR – Thiruvananthapuram) 2016 - 2020

- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Packaging and labelling products before they are dispatched.
- Picking and packing products.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Loading and unloading lorries, vans and other vehicles.
- Labelling goods that have arrived at the warehouse.
- Moving and organising stock.
- Ensuring a clean and safe workhouse for staff to work in.
- Storing stock away safely.
- Signing off and replenishing stock.

Computer Skills

Applications : Fundamentals, MS Office, Tally

Personal Details

Date of Birth : 05-02-1990
Marital Status : Married
Sex : Male
Nationality : Indian
Languages : English, Malayalam
Hobbies : Playing Cricket, Playing Caroms.

Passport Details

Passport No : M1568398
Date of Issue : 28-08-2014
Date of Expiry : 27-08-2024

Declaration

I hereby declare that information furnished above are true and correct to the best of my knowledge and belief.

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