

 **PRADEEP JOHNSON DSOUZA**

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***Burj Sameer, Flat No 13, Building 158,***

***Road 3703, Block 337, Umm Al Hassam***

***SKYPE ID: PRADEEPJOHNSONDSOUZA***

***MAIL ID:*** ***dsouzajohnson16@gmail.com***

***CONTACT NO: 00973-32153465
BAHRAINI VISA STATUS: INVESTOR VISA
VALIDITY: 1 YEAR AND ABOVE***

**Professional Profile**

* Communication skills demonstrated through verbal and writing abilities, client relations, marketing expertise and customer service skills.
* Skilled in all aspects of office administration, organization of filing systems, coordinating with staff.
* Proven competencies in managing my team and managing all the day to day activities.
* Experience in preparing and maintaining all the reports.
* Expertise in maintaining all confidential soft & hard documents, coordination with internal & external contacts, sensitive information, taking inputs on emails received

**Key Skills**

* Spreadsheets/Reports
* Excellent Communication skills
* DOS Report
* Warehouse management Data system
* Office Management
* Problem Solving
* Project Management Skill

**Logistic & Office Skills:**

* MS Office (Pivot Tables, all excel Formulas, automated Reports)
* SAP (T codes, SAP WM, SAP IM, Procurement, SAP Inventory, SAP to Excel)
* Typing Skill: 40 Words Per Minutes

 **Computer & Software Skills:**

**Education**

**Institute of Basic and Vocational Education** (**IBVE)-Mangalore, India**

**Post-Graduation Degree, (B.COM)**, 2015 - 2017

**National Institute of Open Schooling** (**NIOS**)-**Delhi, India**

**12th Standard, Higher Secondary Certificate (HSC)**, commerce, 2013 - 2015

**St. Joseph’s I.T.I (Industrial Training Institute)-Mangalore, India**

**Turner Mechanical**, Manufacturing metal components and assembling them to construct tools, industrial machinery and machine components, 2006 - 2008

**St. Aloysius High School (S.S.L.C)-Mangalore, India**

**10th standard**, General, 2005

**Professional Experience**

**Top performance Company**

**March, 2019 – Jan, 2020**

Basra, Iraq

**Camp Manager**

As a Camp Manager I manage all staff assigned to my Location, assisting them to follow all work procedure and to maintain personal Hygiene. Ensuring high quality food is served and check regularly with client if menu change is required. Maintain cleanliness of camp and check checklist daily. Conduct training to staff daily and solve issues if there any. Order Materials required for Daily operations within company budget and try to reduce daily cost as much as possible. Keep soft copy and hard copy of all good received, goods issued, training conducted, employee records etc. Assist staff to store materials in proper condition and maintain temperature and to rotate stock as per expiry date. Maintaining all the relevant reports.

**Ecolog International**

**Dec, 2015 – Dec, 2018**

**(Under NSPA)**

HKIA Kabul, Afghanistan

[www.ecolog-international.com](http://www.ecolog-international.com)

**Stock control Supervisor/ Warehouse Supervisor**

As a Stock control supervisor, I operated stock control on SAP system. I am responsible for processing all goods movements that affect our warehouse via the WMS (warehouse management system). This includes goods receipts, goods issues, stock transfers, material staging for production, managing hazardous materials, and conducting accurate inventory. Raise purchase orders and carry out required administration for this function. Counting incoming stock and reconciling it with requisitions and updating inventory and stock location records. Raise transfer orders and carry out required administration for this function. Locate stock on the SAP system. Carry out general stock administration. Source current and new products. Maintaining accuracy of paperwork always. Ensure all computer related work is on time and accurate. Ensure that the stocks are rotated properly According to the Expiry Date. Ensure all food items are properly stored and properly leveled and dated. Communicate with the QA department to deal with quality issues, returns/rejections. Ensure that the all chiller and freezer are having proper temperature.

**Bhadriya Electrical**

**Oct, 2013 –Dec, 2015**

Mangalore, India

**Store Supervisor**

As a Store Supervisor I performed receiving material, issuing materials and maintain stock as per requirement. Maintain accurate records for all material transactions and ensure material has been stored properly.

**Supreme International**

**Feb, 2012 – June 2013**

**(Under DynCorp)**

Kandahar, Afghanistan RTC CAMP

[www.supreme-group.net](http://www.supreme-group.net)

**Stock Controller**

As a Stock controller I performed day to day tasks of the Inventory Controller and ensuring department standard operating procedures are always followed, to produce several accuracy-based stock reports. Always ensure stock integrity Monitored and maintained. accurate updating of all Inventory transactions using the Warehouse Management system and Controlled stock at site. Ensuring expiry date rotation is always followed. Provide accurate reporting to management daily. Update catalogue changes communicate with the QA department to deal with quality issues, returns/rejections.

**Bhadriya Electrical**

**Aug, 2011 – Feb, 2012**

Mangalore, India

**Store Supervisor**

As a Store Supervisor I performed receiving material, issuing materials and maintain stock as per requirement. Maintain accurate records for all material transactions and ensure materials have been stored properly.

**Shining Star Wholesale Dealers**

**Mar, 2010 – July, 2011**

Mangalore, India

**Warehouseman**

As a Warehouseman I performed Preparing and completing warehouse orders for delivery or pickup according to schedule. Receiving and processing warehouse stock products. Performing warehouse inventory controls and keeping quality standards high for audits. Report supervisor all movement of materials on daily basis.

**CNC ball screw company Mangalore**

**Aug, 2009 – Mar, 2010**

Mangalore, India

**Turner operator**

As a Turner Operator I performed assembly of machinery parts, maintain dimensions of parts as per drawing

and Maintain high quality of parts.

 **Personal Profile**

**Name : Pradeep Johnson D’Souza**

**Date of Birth : 14th May 1990**

**Father’s Name : Paul D’Souza**

**Marital Status : Married**

**Sex : Male**

**Religion : Roman Catholic**

**Nationality : India**

**Language Known : English, Hindi, Kannada , Tulu & Konkani**

**Training Certifications and Awards**

 **Training Certification**

* Basic computer course from Mangala sevasamithi (Mangalore, India, May, 2002)
* CNC Machine Programming and Operation Training from GTTC Mangalore. (Register no 464 Batch No 58, Mangalore India, May 2008)
* Foundation in Mechanical CADD, 2Ddrawing from CADD Centre. (Mangalore, India, Sep, 2009)
* Food safety introduction Course in accordance with the US Army food safety guidelines TB MED 530 from Supreme international (Kandahar, Afghanistan, May, 2012)
* Training in basic food safety from Supreme international (Kandahar, Afghanistan, May, 2012)
* ServSafe Food Protection Manager Certification from Sersafe National Restaurant Association. (Certificate No: 9636379. Exam Form No. 10287. Kandahar, Afghanistan, Dec, 2012)
* Instructor and Registered Servsafe Examination Proctor from Sersafe National Restaurant Association.(Certificate No.1080827,Kandahar, Afghanistan, April, 2013)
* Fire Extinguisher Operation Training Certificate from Ecolog International. (Kabul, Afghanistan, Nov, 2017)
* Fire Warden Training certificate from Ecolog International. (Kabul, Afghanistan, Nov, 2017)

**Honors & Awards**

* Awarded with Employee of the month of Dec-2012by Supreme International (Kandahar, Afghanistan)
* Certificate of Appreciation by DynCorp International (Kandahar, Afghanistan June, 2013)
* Awarded with Employee of the month of Nov-2017by Ecolog International (Kabul, Afghanistan)