



# BALAJI RAJA

00966 53 660 1703



## WAREHOUSE/ STORE INCHARGE

Ras Tanura, Saudi Arabia



bala904ji@gmail.com



### **OBJECTIVE:**

To build a long-term career in the construction industry as a Warehouse/Store Supervisor, where I can effectively apply my skills, contribute innovative solutions, and tackle new challenges while ensuring efficient inventory and supply chain management.

### **BRIEF OVERVIEW:**

Seasoned Store Keeper with extensive experience in warehousing and strong oversight of all activities within the stores department. Proficient in SAP applications and maintaining accurate records. Skilled in initiating material requests for various construction sites, ensuring timely follow-up on purchase orders from suppliers, and maintaining adequate stock levels in the store. Adept at conducting physical stock inventories to ensure accuracy and availability of materials.

### **KEY SKILLS**

- Inventory Management
- Staff Supervision
- Safety and Compliance
- Operational Efficiency
- Shipping and Receiving
- Budget and Cost Control
- Technology and Systems
- Reporting and Documentation
- Team Collaboration

### **WORK EXPERIENCE:**

- 12 Years Experience in India & Kuwait/ Saudi Arabia

### **EXPERIENCED COMPANY:**

- Emass Engg & Contractors, Chennai, Tamil Nadu-India
- Lafarge Aggregates & concrete, Madurai & Chennai, Tamil Nadu-India
- Larsen & Toubro Maharashtra.
- NBTC, Kuwait.

- **Katerra Technology, Kingdom of Saudi Arabia.**
- **China Railway Construction Company (CRCC), Kingdom of Saudi Arabia**
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## **WORK EXPERIENCE DETAILS FOR PROJECTS**

- |                   |   |   |
|-------------------|---|---|
| <b>1. Project</b> | : | <b>HCL BUILDING , NAVALUR</b>   |
| Company           | : | Emass Engg & Contractors (Chennai)  |
| Position          | : | Asst Store Keeper   |
| Duration          | : | January 2008 to December 2008.  |
| <b>2. Project</b> | : | <b>L&amp; T SHIPYARD PROJECT.( MINJUR POWER PLANT)</b>                                  |
| Company           | : | Lafarge Aggregates & Concretes India Pvt Ltd (Chennai)                                  |
| Position          | : | Store Supervisor  |
| Duration          | : | Feburary 2009 to January 2011.  |
| <b>3. Project</b> | : | <b>RAIL VIGAS NIGAM LTD. RAHURI TO DAUND RAILWAY ELECTRIFICATION.</b>                   |
| Company           | : | Larsen & Toubro LTD . Pune  |
| Position          | : | Store Keeper  |
| Duration          | : | April 2013 to June 2015.  |
| <b>4. Project</b> | : | <b>CENTRAL WAREHOUSE (OIL AND GAS)</b>  |
| Company           | : | Naser M.Al-Baddah & Partner Cont. Co. W.L.L. (Kuwait)                                   |
| Position          | : | Store In Charge & Material Controller (Central Warehouse)                               |
| Duration          | : | Feburary, 2016 to Oct 2019  |
| <b>5. Project</b> | : | <b>CENTRAL WAREHOUSE MINISTRY HOUSING PROJECT</b>                                       |
| Company           | : | <b>KATERRA ( Saudi Arabia)</b>  |
| Position          | : | Store Supervisor (Central Warehouse)  |
| Duration          | : | Dec 2019 to Dec 2020  |
| <b>6. Project</b> | : | <b>UPGARDE BUILDING FOR RISK MITIGATION AT SAUDI ARAMCO PROJECT RAS TANURA REFINERY</b> |
| Company           | : | <b>CRCC ( Saudi Arabia)</b>   |
| Position          | : | W.H.Supervisor  |
| Duration          | : | Present   |

## **WAREHOUSE/STORE SUPERVISOR RESPONSIBILITIES**

### **1.Inventory Management:**

Oversee the receipt, storage, and distribution of goods.

Ensure accurate and timely recording of inventory transactions.

Conduct regular inventory audits to maintain inventory accuracy.  
Implement and maintain inventory control systems.

### **2. Staff Supervision:**

Supervise and coordinate the activities of warehouse staff.  
Provide training and development for team members.  
Schedule and assign tasks to ensure efficient operation.  
Monitor staff performance and provide feedback.

### **3. Safety and Compliance:**

Ensure compliance with health and safety regulations.  
Conduct regular safety inspections and audits.  
Develop and implement safety policies and procedures.  
Investigate and report any incidents or accidents.

### **4. Operational Efficiency:**

Develop and implement warehouse operational procedures.  
Monitor and improve warehouse processes to enhance efficiency.  
Manage the maintenance and repair of warehouse equipment.  
Coordinate with other departments to ensure smooth operations.

### **5. Shipping and Receiving:**

Oversee the loading and unloading of goods.  
Verify the accuracy of incoming and outgoing shipments.  
Ensure proper documentation and record-keeping for all shipments.  
Coordinate with carriers and suppliers for timely deliveries.

### **6. Budget and Cost Control:**

Manage the warehouse budget and control costs.  
Monitor and report on warehouse expenses.  
Identify opportunities for cost savings and efficiency improvements.

### **7. Technology and Systems:**

Utilise warehouse SAP MM for inventory control.  
Implement new technologies to improve warehouse operations.  
Ensure data accuracy in all systems and reports.

### **8. Reporting and Documentation:**

Prepare regular reports on warehouse activities and performance.  
Maintain accurate records of inventory levels and transactions.  
Ensure all documentation is up to date and compliant with regulations.

### **9. Team Collaboration:**

Work closely with other departments such as procurement, sales, and logistics.  
Participate in cross-functional meetings to address warehouse-related issues.  
Foster a collaborative and supportive work environment.

### **Education Qualification:**

- Bachelor of Computer Application (BCA)
- Diploma in computer Application (D.C.A)
- Diploma in Fire & Industrial Safety Management. (OSHA)

### **Certification:**

- Warehouse Management.
- 24 Hazard Recognition

### **Computer Proficiency:**

- M S office like word, Excel, Outlook, Power point, Internet surfing, SAP MM Module.

### **Personal detail**

Name : Balaji Raja  
Sex : Male  
Date of Birth : 29-06-1987  
Citizen : Indian  
Religion : Hindu  
Marital Status : Married  
Permanent Address : 3/H, Mariamman Kovil Street,  
Panruti – 607 106  
Cuddalore Dist.  
Tamilnadu, India.

### **Passport Details:**

Old passport No : K0362269  
New Passport No : V0574752  
Date of Issue : 29/03/2021  
Date of Expiry : 28/03/2031  
Issue Place : Chennai.

### **Language Known:**

English, Hindi, Tamil, Malayalam

### **Declaration:**

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

Place :

Signature

Date

(Balaji Raja )

# CERTIFICATE of ACCOMPLISHMENT

THIS ACKNOWLEDGES THAT

**BALAJI RAJA**

Employee #13025

HAS SUCCESSFULLY COMPLETED THE TWO DAYS COURSE ON

**ERP/SAP BASICS & SAP-MM**

July 14 - 15, 2018



MANOJ.N  
Deputy General Manager  
GEN. Admin. & HR

Ashish Patel

**INSTRUCTORS**

BINU JACOB



Register No. :

7206

Date :

27/03/2012



## CERTIFICATE

This is to certify that R.BALAJI

*has successfully completed the*

**DIPLOMA IN FIRE & INDUSTRIAL SAFETY MANAGEMENT**

*conducted in the Year* ..... 20-05-11 to 20-03-12 ..... *at*

**WHITE CROSS EDUCATIONAL INSTITUTIONS-**

**TRICHY**


*and has been placed in* ..... **DISTINCTION** ..... *Division*

*with* ..... **DISTINCTION** ..... *Division in Theory and*

..... **DISTINCTION** ..... *Division in Practicals.*

  
DIRECTOR



  
CHAIRMAN  
BOARD OF EXAMINATIONS



at the instance of Planning Commission, Government of India with the object of enabling individual citizens to contribute, in the form of an organized co-operative effort, to the implementation of the National Development Plan. The constitution and functioning of Bharat Sevak Samaj is approved unanimously by the Indian Parliament.



Folio No : G50B23

Reg No. U420BCA743

# SRIPERUMBUDUR INSTITUTE OF INDUSTRIAL EDUCATION



## CERTIFICATE



*The Syndicate of this autonomous institution  
hereby makes known that*

**R BALAJI**

*has been duly admitted to the degree of*  
**BACHELOR OF COMPUTER APPLICATIONS**


*He/she has been certified by duly appointed examiners to be qualified  
to receive the same and was placed in **FIRST** class at the examination  
held in **APRIL 2023***

*given under the seal of the Institution*



DATE :16-10-2023  
Kanchipuram, Tamilnadu.



  
CONTROLLER OF EXAMINATIONS



شركة ناصر محمد البداح وشريكه للتجارة العامة والمقاولات ذ.م.م.  
*Naser M. Al-Baddah & Partner Gen. Trdg. & Cont. Co. W.L.L.*

Ref. No – HR/EXP/3306

Date – 07-Oct-2019.

**TO WHOM IT MAY CONCERN**

This is to certify that **Mr. Balaji Raja, Passport NO-K0362269**, worked as a **Store Keeper** in our Company from -24<sup>th</sup> February 2016 to 07<sup>th</sup> October 2019. With our entire satisfaction. During his working period we found him sincere, honest, hardworking, dedicated employee with a professional attitude and very good job in knowledge. We have no objection to allow him in any better posting and have no liabilities in our company.

We wish him every success in life

Sincerely,

  
**MANOJ N.**  
**DGM-GEN. ADMIN. & HR**



C.R. 69220 Main Off. Plot-1, Block-5, Shuaiba Industrial Area - P.O. Box 9088, Ahmadi 61001, Kuwait  
Tel.: (+965) 1867777 - Fax: (+965) 22284444 / 23260555 - Email: admin@nbtgroup.com - web: www.nbtgroup.com  
Regd. Off: Plot - 74, East Ahmadi, Kuwait - Tel. : (+965) 22284505 / 23980248

STUDENTS REGISTER No. 7212002

**TCEDS**  
**COMPUTER EDUCATION**  
 Study Centres all over India  
 Regn. No. : TPR/TN/343/2003



## Tamilnadu Computer Education Development Scheme

(A Scheme of TCEDC - Tamilnadu) E-mail : info@tceds.com

### MARK STATEMENT

### Honors Diploma in Computer Applications

#### SEMESTER - 1

Theory & Practical Marks awarded to

**R. BALAJI**

Subject Name	Scored	Total
Business Application Software	156	200
Data Base Management Systems	138	200
C Programming	134	200

**TOTAL 428 600**

PERCENTAGE 71%

Study Centre : GIIT COMPUTERS, NILAKOTTAL.

*R. Balaji*  
 Correspondent / Principal  
 (Study Centre)



*U. Mahalingam*  
 Controller of Exams /  
 Director TCEDS

R.O. : 82, Eswaran Kovil St., Tirupur-4.



FROM - XV  
( See Rule - 77 )  
**Service Certificate**

NAME AND ADDRESS OF ESTABLISHMENT IN UNDER /WHICH CONTRACT CARRIER ON : M/s. LARSEN & TOUBRO LIMITED  
ECC DIVISION  
PLOT NO. 52 RAJRAJESWARI BILD,ANNAPURNA  
NAGAR, KOPARGAON, DIST. AHAMEDNAGAR-423601

NAME AND ADDRESS OF SUB-CONTRACTOR : M/s. APEX LOGISTICS  
14 -B 3rd FLOOR,SONA UDYOG ESTATE,  
PARSI PANCHAYAT ROAD ,  
ANDHERI EAST - MUMBAI

NATURE & LOCATION OF WORK : RAHURI-DAUND RAILWAY ELECTRIFICATION  
PROJECT,AHAMEDNAGAR.

NAME & ADDRESS OF PRINCIPLE EMPLOYER : RAIL VIKASH NIGAM LIMITED,NEAR IRICEN RAILWAY  
COLONY,SOUTH MAIN ROAD, KOREGAON PARK, PUNE-  
411001

NAME & ADDRESS OF WORKMEN : Mr. R.BALAJI ,S/O T.S.RAJA, 3/H MARIAMAN KOVIL  
STREET DIST.CUDDALORE PANRUTI-607106,  
TAMILNADU.

DATE OF BIRTH : 29.06.1987

IDENTIFICATION MARK : A MOLE ON LEFT SIDE OF FACE

FATHER / HUSBAND NAME : Mr.T.S. RAJA

TOKEN NO. : 6

TOTAL PERIOD FOR WHICH EMPLOYED : 05.04.2013 TO 30.06.2015

NATURE OF WORK DONE : SEMISKILLED/ STORE KEEPER

Rate of wages : Rs.239.75/ DAY+500(Room Rent)

REMARK

1 . Efficiency	: Very Good / Good / Satisfactory
2. Attendance	: Regular / Irregular
3. Conduct	: Very Good / Good / Satisfactory

Reason For Leaving Service : RETRENCHED

P.F NUMBER : MH-211096/8948

DATE : 01.12.2011  
PLACE : KOPARGAON

: For APEX LOGISTICS  
05.04.2013 TO 30.06.2015



**FORM XV**

( See Rule 77 )

**SERVICE CERTIFICATE**

Name and address of Sub-contractor : Name and Address of Establishment:  
Mr.R.Palani : Mr.R.Palani  
# 21/9, Ags Colony,Phase III : # 21/9, Ags Colony,Phase III  
Mugalivakkam, Chennai. : Mugalivakkam, Chennai.

Site Address : **LAFARGE AGGREGATES AND  
CONCRETE INDIA PRIVATE LIMITED  
No 70 T.P.K ROAD, MADURAI-11**

Nature and location of the work : Ready Mix Concrete Plant, Madurai.

Name of Workmen : R.Baiji

Age and Date of Birth : 23 Years - DOB :29.06.1987

Father's Name : T.S.Raja

Total period From : 23.02.2009  
for which :  
employed To : 07.01.2011

Nature of work done : Store Supervisor

Rate of Wages per Day : 161.80 ( Skilled)

E.P.F.Number : TN / 54015 / 188

Remarks 1) Efficiency : ~~Very Good/Good/Satisfactory~~

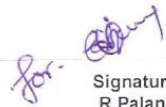
2) Attendance : Regular/Irregular

3) Conduct : ~~Very Good/Good/Satisfactory~~

Reason for Retrenchment : Completion of Job

  
Signature of Workmen

  
Time Office

  
Signature  
R.Palani




# CERTIFICATION OF APPRECIATION

This certificate is proudly awarded to

**BALAJI RAJA (STORE SUPERVISOR)**

*in recognition of their exemplary commitment to safety in the workplace. Through rigorous adherence to safety protocols, he has demonstrated a profound dedication to protecting the well-being of employees. Their proactive approach and outstanding safety performance serve as an inspiration to others in promoting a culture of safety*

  
HSE DIRECTOR



  
PROJECT MANAGER



**CERTIFICATE**

**BALAJI RAJA**

has received this award for successfully  
completing the course:

**Warehouse Management: Inventory, Stock  
and Supply Chains**

To verify:



2327-41 593 217

<https://alison.com/certification/check/ca21b70db7>

*Maree Richardson*

Director of Certification



**CPD**  
**CERTIFIED**  
The CPD Certification  
Service

**3rd February, 2025**

Date of Award