



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

- | | | |
|-------------------|---|---|
| 1. Project | : | HCL BUILDING , NAVALUR |
| Company | : | Emass Engg & Contractors (Chennai) |
| Position | : | Asst Store Keeper |
| Duration | : | January 2008 to December 2008. |
| 2. Project | : | L& T SHIPYARD PROJECT.(MINJUR POWER PLANT) |
| Company | : | Lafarge Aggregates & Concretes India Pvt Ltd (Chennai) |
| Position | : | Store Supervisor |
| Duration | : | Feburary 2009 to January 2011. |
| 3. Project | : | RAIL VIGAS NIGAM LTD. RAHURI TO DAUND RAILWAY ELECTRIFICATION. |
| Company | : | Larsen & Toubro LTD . Pune |
| Position | : | Store Keeper |
| Duration | : | April 2013 to June 2015. |
| 4. Project | : | CENTRAL WAREHOUSE (OIL AND GAS) |
| 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 |
| 5. Project | : | CENTRAL WAREHOUSE MINISTRY HOUSING PROJECT |
| Company | : | KATERRA (Saudi Arabia) |
| Position | : | Store Supervisor (Central Warehouse) |
| Duration | : | Dec 2019 to Dec 2020 |
| 6. Project | : | UPGARDE BUILDING FOR RISK MITIGATION AT SAUDI ARAMCO PROJECT RAS TANURA REFINERY |
| Company | : | CRCC (Saudi Arabia) |
| 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:

- 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




Learning &
Development


Ashish Patel


BINU JACOB

INSTRUCTORS




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

टाईप / Type	कोड / Code	राष्ट्रियता / Nationality
P	IND	भारतीय / INDIAN

प्राप्तकर्ता नं. / Passport No.
V0574752

उत्पत्ति / Surname

RAJA

दिया गया नाम / Given Name(s)

BALAJI

जन्मतिथि / Date of Birth

29/06/1987

जन्म स्थान / Place of Birth

PANRUTI, TAMIL NADU

जारी करने का स्थान / Place of Issue

CHENNAI

जारी करने की तिथि/ Date of Issue
29/03/2021

समाप्ति की तिथि / Date of Expiry
28/03/2031

[illegible]

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

RAJA

माता का नाम / Name of Mother

VIJAYA

पति या पत्नी का नाम / Name of Spouse

FPI / Address

3H, MARIAMMAN KOIL STREET

PANRUTI, CUDDALORE

PIN:607106,TAMIL NADU,INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान/ Old Passport No. with Date and Place of Issue
K0362269 21/02/2012 CHENNAI

फाइल नं. / File No.
MA6073349991521

W0574752

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



[Signature]
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.



BHARAT SEVAK SAMAJ

NATIONAL DEVELOPMENT AGENCY, PROMOTED BY GOVERNMENT OF INDIA

CENTRAL BOARD OF EXAMINATIONS

STATEMENT OF MARKS



NAME OF THE CANDIDATE R.BALAJI		COURSE WITH DURATION DIPLOMA IN FIRE & INDUSTRIAL SAFETY MANAGEMENT (- 20-05-11 TO 20-03-12)
REGISTER NUMBER 7206	DATE 27/03/2012	INSTITUTION NAME AND ADDRESS WHITE CROSS EDUCATIONAL INSTITUTIONS- TRICHY

Sl.No.	SUBJECTS	MAXIMUM MARKS	MINIMUM MARKS	MARKS AWARDED	
				IN FIGURES	IN WORDS
1	THEORY				
	1 Fire & Safety Engineering	100	40	92	Nine Two
	2 Industrial Safety	100	40	90	Nine Zero
	3 Occupational & Health Safety	100	40	88	Eight Eight
	4 Construction Safety	100	40	90	Nine Zero
	5 Electrical Safety	100	40	87	Eight Seven
	6 Hazop	100	40	91	Nine One
	TOTAL	600	240	538	Five Three Eight
2	PRACTICAL				
	1 Practical	100	40	93	Nine Three
	2 Internal Assessment	100	40	90	Nine Zero
	TOTAL	200	80	183	One Eight Three
GRAND TOTAL		800	320	721	Seven Two One



THIRUVANANTHAPURAM - 695003



Signature
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 -24th February 2016 to 07th 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-S, 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

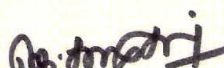
Theory & Practical Marks awarded to

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.


 Correspondent / Principal
 (Study Centre)


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


 Controller of Exams /
 Director TCEDS

Sunday, Nov 08, 2020

Experience certificate

As per Saudi Labor Law we hereby certify that:

Mr. Balaji Raja, of India National and holding Iqama No. (2554743688) had worked with Katterra as "Stores Supervisor"(Warehouse) for the period from Oct-2019 To Nov-2020.

This certificate has been issued upon his request and without any obligation towards the company.

The above employee proved to be hardworking, efficient, and sincere in performing his post duties.

We wish him the best of luck in his future endeavor.

Sincerely yours,



Katterra Saudi Arabia LLC, CR: 1010503644, CoC: 488451, Riyadh, Capital: SR 110,000,000

شركة كاتيرا العربية السعودية المحدودة ، س.ت: ١٠١٠٥٠٣٦٤٤ ، غرفة تجارية: ٤٨٨٤٥١ ، الرياض ، رأس المال ١١٠,٠٠٠,٠٠٠ ريال سعودي

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	<table border="0"> <tr> <td style="padding-right: 10px;">1. Efficiency</td> <td>: Very Good / Good / Satisfactory</td> </tr> <tr> <td>2. Attendance</td> <td>: Regular / Irregular</td> </tr> <tr> <td>3. Conduct</td> <td>: Very Good / Good / Satisfactory</td> </tr> </table>	1. Efficiency	: Very Good / Good / Satisfactory	2. Attendance	: Regular / Irregular	3. Conduct	: Very Good / Good / Satisfactory
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, Aps Colony,Phase III		# 21/9, Aps 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.Balaji
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		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:



23 27-41 593 217

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

3rd February, 2025

Date of Award

Maave Richardson

Director of Certification



CPD
CERTIFIED
The CPD Certification
Service