Feroz.149842@2freemail.com

**Carrier Objective:-**

**To have a mutually beneficial work relationship with an organization that values professionalism, provides challenging assignments and believes that its people are its greatest assets.**

Professional Aptitudes:

* Have a strong sense of responsibility and self motivation
* Success oriented individual with positive attitude
* With good interpersonal and communication skills
* Fast learner, organize and capable to adjust & adapt with

Any changes.

* Ability to accomplish high-quality tasks, manage multi-tasking

Roles meet deadlines and work under pressure with minimum Supervision.

* Able to handle different assignment.

Professional Experience:-

IN DUBAI:- (From 10 Feb 2007 – May 2011)( DEC2014 – 2016 )

* Company: MAMMUT TECNOCRETE F.Z.E
* Address: Dubai, TECNO PARK UAE
* Position: Ware house Store Keeper/Site store keeper
* In India: work as sales In charge

Company Fair well plywood, hardware, tools;

 NICE home Appliances.

 **Job Description:-**

 **As a ware house Store Keeper / site store keeper:-**

* Receiving materials delivered by the supplier and endure that such items are in good condition.
* Inspect Items as to quality, according to document & purchase order.
* Encode/Input the delivery note to the Oracle system.
* Issuing materials as requested by production and erection leading person.
* Prepare a material Receipt Voucher (MRV) and attached delivery note & forward it to the Purchasing Department.
* Ensure that the warehouse physical quantity tally with the system.
* Make sure machinery tools are working or breakdown condition which is returned by worker after the used.
* Send to maintenance the entire break down machinery & tools.
* Make a report, like new, old, damage & on repairs for all tools items to record.
* Handle MEP (mechanical, electrical & plumbing) materials to all project supplied by client.
* Make/Provide stock card report of all MEP materials
* Monitor stock-level of materials and make order needed by the Production & Erection Dept.
* Monitor and ensure the availability of all materials at all times.
* Secure all stocks in their proper places and maintain the over-all cleanliness of the warehouse.
* Ensure the orderliness of the physical arrangement of stocks as well as the competence and accuracy of all documents and record.
* Checking & reporting the quantity of material & listing every month.

**Education Background:-**

* **INTERMIDIATE**

**Languages:-**

* **ENGLISH Good**
* **URDU Native Language**
* **HINDI Good**
* **ARABIC Satisfactory**

**Experience in sales in India from 2011 to 2014:-**

* Work as sales in charge in home appliances showroom
* Team player, excellent leadership qualities.
* I like to work in a multi-cultural organization.
* Have a Good knowledge about sales of door and ply wood.
* Have a good knowledge about home appliances
* Problem solving skills.
* Have a good Knowledge about hard ware tools and spare parts purchasing and dealing with shops.
* Good knowledge maintain stock arrange stock and delivery. .
* Good Knowledge about sales of home appliances cost and management work.
* Daily report, Weekly Report, Monthly Report for retails
* Letter to Client and consultant about arrangement of materials
* Internal office memo to relevant staff.
* Daily, Weekly and Monthly report for materials sales and receiving from company.
* Under pressure working abilities.

**Personal Information:-**

* **Nationality Indian**
* **Permanent Address Hyderabad India**
* **Date Of Birth 16-06-1983**
* **Material Status married**
* **Sex Male**
* **Religion Islam**
* **Visa Status visit**