



APPLICATION FORM - NEW REGISTRATION

NOVEMBER-2014

Profile Score



Recent Photograph		Date <u>29/11/2014</u>	CV No <u>103440</u>			
Profession / Specialty		<u>STORE INCHARGE, STORE KEEPER, WARE HOUSE SUPERVISOR</u>				
Industry / Projects		<u>Logistics on Any Industry</u>				
Nationality	<u>INDIAN</u>	Place of Birth / City of Origin	<u>KERALA, INDIA</u>			
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated			
Religion	<u>ISLAM</u>	Birth date (DD-MON-YEAR)	<u>17-12-1976</u>			
Languages	Mother Tongue <u>MALAYLAM</u>	Other Languages	<u>ENGLISH, HINDI, ARABIC, TAMIL</u>			
Qualification	<u>B.COM</u>					
Gulf Experience	<u>8</u> Years <u>-</u> Months	Total Experience	<u>8</u> Years <u>-</u> Months			
Gulf Driving License	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Visa Validity Date	<u>03 01 2015</u>	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent			
Employment Status	<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input checked="" type="checkbox"/> Job Less-Unemployed					
Last Salary Drawn	Currency <u>AED</u> Value <u>3500</u>	Last Salary Verified	<input type="checkbox"/> Offer Letter <input checked="" type="checkbox"/> Contract			
Expected Salary	Currency <u>AED</u> Value <u>3500</u>	<input type="checkbox"/> Salary Increment Letter	<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement			
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____						
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____						
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____						
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____						
What is the reason for your Job Search? <u>PRESENT COMPANY WINDUP.</u>						
How many jobs you have applied so far? <u>10</u>		How many interview calls you have received so far? <u>3</u>				
What is your talent? Describe in detail. <u>More than 8 yrs Experience in the field of store keeping and administration, over 3 years experience as Salesman cum Assistant accountant, Good communication and co-ordination skills,</u>						
PCL Certificate	Gulf Experience	1	High Academic Scores - Mark Sheet	Worked 2+ yrs with employer	1	
Fitness Certificate	Gulf/ Intl Driving License		Post Graduate & Above Education	Promoted in Previous Job		
IT Literacy	Arabic Proficiency	1	On Job Training Certificates	Awards or Appreciation		
			IELTS Proficiency	Experience Verified	1	
Bonus Score	+ Gulf Score	2	+ Education Score	+ Experience Score	2	
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score	6

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978



Desired Position: Store Keeper, Sales Coordinator, Administrative Assistant

Objective:

To be part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new tasks.

Skills:

- ❖ More than 8 years experience in the field of storekeeping and administration in UAE
- ❖ More than 3 years experience in the field of salesman cum assistant accountant
- ❖ Over 2years experience in the field of counter sales
- ❖ Loss control and inventory management initiatives
- ❖ Good communication and coordination skill

Professional experience:

- **From 2005 to 2013 - Building Materials, Dubai, U.A.E**
- **Building Material Whole sale &Retail**
- **Position: Store Keeper**

Duties & Responsibilities

- Warehouse and employee supervision
- Attend the customers and enquiries
- Inventory management
- Warehouse daily report preparation

- **From 2003 to 2004 M/s Carrefour, Muscat, Oman**
- **Position: Merchandiser**

Duties & Responsibilities

- Attend customers
- Assist suppliers and manufacturers with the arrangements of new products
- Arrangement for advertisement and promotion campaigns

- **From 2001 to 2003 – M/s Concorde Travels - Kerala, India**
- **Tours & Travel Operators**
- **Position: Counter salesman.**

Duties & Responsibilities

- Travel arrangements of corporate heads
- Reservation and ticket management using SABER software
- Attend telephone calls and customers' queries

- **1997 to 2000 - M/s Super Décor - Kerala, India**
- **Retailer for the bathroom accessories, doors and sanitary items**
- **Position: Salesman cum Assistant Accountant**

Duties & Responsibilities

- Assist the showroom walk in customer
- Manage the accounts of corporates
- Day to day accounting entries
- Inbound and outbound delivery arrangements

Educational Qualifications

- ❖ S S L C (Secondary school leaving certificate)
- ❖ Bachelor Degree in Commerce (B Com) from Calicut University
- ❖ Diploma in MS office
- ❖ DTP (coraldraw,photoshop,pagemaker and Arabic typing)

Languages known:

English, Hindi and Arabic
 Malayalam - Native language

Personnel Details:

Nationality : Indian
 Marital status : Married
 Religion : Islam
 Visa status : visit visa valid up to 03 Jan 2015.