NAUSHAD

Naushad.228956@2freemail.com

* Profile :Male 30, Married
* Nationality : Indian
* Current Location : India
* Current Position : StoreKeeper Cum Office Assistant.
* Company : Nahar General Trading and Contracting.
* Prefered Location : UAE / Qatar / Kuwait / Oman / Bahrain
* Salary Expectation : Not Specified / Negotiable

Profile Summary

Organized and experienced Storekeeper ,Expert in Maintaining the flow of goods,

Arrangement & follow up of Bulk Supply,Maintaining Bulk supply details,

Invoicing & Distribution of of the Invoices,Follow up of the payments,

keeping attendance register and routine office work.

Key Skills and Qualification Includes.

* Accurate Superior written / Oral Communication and documentation skill.
* Good Knowledge of Occupational hazards.
* Graduate in Economics

Employment History

* StoreKeeper Cum Office Assistant:Nahar General Trading.

 Al-Asha, KSA

 May 2012 to April 2016

Main Responsibilities

* Maintain Warehouse facilities to ensure Smooth Functioning. Made Management & place order of new stock and Supplies whenever necessary.
* Responsible of upkeep of various appropriate records of material received.
* Received delivery of new equipment ensure that all supplies were in proper order.
* Issued supplies as per the demands of client and maintain the record of payment.
* Reported to the Warehouse manager on regular basis regarding the need / demands of items for future ordered.
* Compiles and maintain record of quantity, cost, and types of material received, stocked, and issued. Compare information on requisitions, invoices, and shipping notices.
* Compiles and maintains inventory of material received stocked, and issued.
* Prepares request for procurements of materials.

Educational Qualification

* B.A. (Economic) : The Global Open University 2011 (Ist Division)
* Intermediate : UP Board 2007 (IInd Division)
* Matriculation : ICSE 2005 (Ist Division)

IT Skills

* Windows & Office Tools
* MS Word Excel Advance.

Language

* Arabic Fluent
* English Fluent