#####  RESUME

##### MOHAMMED

MOHAMMED.268833@2freemail.com

**Position applied for: ADMIN ASSISTANT / RECEPTIONIST / OFFICE ASSISTANT / STORE SUPERVISOR**

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| **Objective** |
| To secure a challenging role that allows me to utilize and leverage my experience, expertise & knowledge for the business development of the esteemed organization. |

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| **Summary** |
| ● I acquired almost 4 years of experience in Shipping Company.* Experience of working in the Technical Departments in shipping company
* Good work ethics with excellentcommunication and interpersonal skills.
* Capable to explore into the new leading Technologies.
* Ability to work well in both a team environment and individual environment.
* Ability to put in extra efforts when called for.
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| **PC/Technical Skills** |
| **Applications**  | Advance Diploma in Computer Applications Software/Hardware |
| **Software/Accounting** | MS Office Suit, Tally |
| **Operating Systems** | Windows 2000/XP/7 |
| **Typing Speed** | 45 / 55 wpm |

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| **Work Experience**  |
| * Currently working as **Office Assistant** in Sea Eagles Shipping LLC, Sharjah from June 2011 to present.
* Worked as **Sales Executive** in Tata Tele Service, Hyderabad 2007 to 2008.
* Worked as **Store Supervisor** in Super Market from May 2003 to March 2006.
* Worked as **Computer Operator** (Private Company) Hyderabad from September 2000 to October 2002.
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| **Responsibilities** |
|  **Office Assistant** **(**SEA EAGLES SHIPPING LLC**)**Sharjah, U.A.E.**Reception****Assist to PRO** |  ● Support to Technical Department and their projects. ● All Tech. documents, certificates, drawings, catalogue, hard  Copies in an orderly manners. ● Receive emails from master, chief officer, Tech. Manager, Tech.  Supt., orderly manners by vessels wise. ● Following quotations from Tech. Manager, Operation Manager  and raising PO to various companies.  ● Arranging gate pass for visitors, executives, surveyor & inspectors  ● Attending telephone calls & diverts the calls to the relevant Dept. ● Arranging outward couriers & updating airway bills ● Entry of inward couriers in register or system & handover to  concern Dept.. ● Inward of the vessel, sailing of the vessel ● NOC for particular vessel, Extension of the vessel ● Underwater survey permission, Hot Work permission, Sea trail ● Vessel repair permission, Shifting of the vessel & custom papers |
| **Store Supervisor**Happy Home Super MarketHyderabad, India | * ● Reporting to the Department Manager.
* ● Completing Stores request.
* ● Receive, distribute and maintain adequate quantities of stocks at
* all times.
* ● Maintain optimal stock levels and consumption records.
* ● Inform the purchase department well in advance about the items
* that reach the re-order level to order from supplies.
* ● Check incoming materials for quality, and quantity against
* invoices, purchase orders and packing slips or other documents.
* ● Keeps and updates records of good received and issued.
* ● Compiles report of expenditure, and monthly stock report.
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| **Academic Credentials** |
| **Education Qualifications**  |  **Year** | **College/University** |
| Intermediate | 2002 | National Open School, New Delhi |
| S.S.C | 1995 | Board of Secondary Education, Hyderabad |

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| **Technical Qualifications** |
| **Qualifications**  |  **Year** | **Institute / Board** |
| Diploma in Computer Education(One Year) | 2000 | NCPUL (National Council for Promotion of Urdu Language)New Delhi |
| Diploma in Type Writing(Six Months) | 2002 | Board of Technical Education, Hyderabad |

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| **Personal Profile** |
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| **Sex** | Male |
| **Marital Status**  | Married |
| **Nationality** | Indian |
| **Date Of Birth** | June 12, 1978 |
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| **Languages Known** | English, Urdu, Hindi, Arabic |
| **Visa Status** | Employment Visa (Expires on July 22nd 2017) |

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| **Declaration** |

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

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| **References** |

Furnished up on request.