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| **Mr. Ibrahim**To interview Ibrahim, send your company name, vacancy details with CV Reference No 1993080 to cvcontacts@gulfjobseekers.com |

**POSITION APPLYING FOR** **:SALES AND MARKETING EXECUTIVE & STORE KEEPER / SUPERVISOR**



**CAREER OBJECTIVE**

**Seeking challenging and responsible position in an enterprising organization where opportunities exist for knowledge enhancement and professional growth.**

**PERSONAL DETAILS**

* **Nationality : INDIAN**
* **Date of Birth : 25/12/1974**
* **Sex : Male**
* **Religion : Muslim**
* **Marital status : Married**
* **Languages Known : English, Hindi, Malayalam and Arabic**

**EDUCATIONAL QUALIFICATION**

* **Bachelor of commerce ( B.COM)**

**TECHNICAL QUALIFICATION**

* **Diploma in advanced software ( MS office)**
* **Internet and email.**

**WORK EXPERIENCE**

* **Since 2006 working in TAWAM HOSPITAL AL-AIN, U.A.E logistics section from June 2006 to July 2012 as a Store Keeper/Data Entry Clerk**

**SALES MARKETING**

 **Working from August 2012 to October 2016 as a Sales and Marketing Executive.**

**STORE KEEPING**

* **Receiving store items(goods)from ware house**
* **Issued supplies as per order.**
* **Organize store items day by day.**
* **Updating delivery note in the system.**
* **Weekly once checking expiry items.**
* **End of the month physical counts (Inventory).**
* **Reported to store manager on a regular basis.**

**SUPERVISING**

* **In ware house every day receiving goods from the company.**
* **Every day entry delivery note in the system.**
* **Transfer supplies from ware house to central store as per order.**
* **Every month checking expiry items.**
* **Maintains inventory by conducting monthly physical counts.**

**DATA ENTRY**

* **Responsible in dispensing out-patient supplies.**
* **Handling patient history information system.**
* **Preparing dispensing issue vouchers.**
* **Entering of issued out-patients vouchers in the hospital’s materials control system oracle ( RS6000) and cerner**
* **Processing general office paper work.**
* **Working on cerner (distribution, issues, item enquiry etc)**
* **Oracle (move order ,view material transactions, employ self-service , updating patient issue voucher**

**Driving License**

**Having valid UAE Light Vehicle Licenses issued from U.A.E**

**Knowledge**

**Well versed knowledge about all roads in UAE Specially Alain, Abu Dhabi, Dubai and Northern Emirates.**

**DECLARATION**

 **I hereby declare that the above information is true to the best of my knowledge and belief.**

 **Ibrahim Kutty**

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