** Mazhar**

 **(STOREKEEPER)**

C/o-Contact:+971-53718643 E-Mail: mazhar.342046@2freemail.com

## OBJECTIVE

 To gain employment at your organization as a Technical Clerk. I believe I can fulfil the responsibilities of serving your clients with integrity and enthusiasm and still enjoy working closely with others in a team environment. I am determined to pursue a challenging career by aiming to achieve and exceed potential targets and provide a high level of quality of work. I hope to make a significant contribution to your organization.

**PERSONAL ATTRIBUTES:**

* Excellent skills in Store Keeping and its related issues.
* Strong communication and interpersonal skills.
* Strong administrative and team building skills.
* Capability to evaluate and analyze work well.
* Punctual, committed and determined.
* Motivated professional, self starter, upright and team player.
* Good administration, organization and time management skills.
* Good presentation and communication skills.
* Highly developed interpersonal skills.

## PROFESSIONAL EXPERIENCE(08 Years)

**WESTERN BAINOONA GROUP FOR GENERAL CONTRACTING**

 **LLC ABU DHABI**

 **As Store Technical Clerk From May 2008 Till the Date** .

**Duties and Responsibilities:-**

To provide clerical support to the Garage administration and resolve Customer’s complex Technical problems.

To handle the all record of spare parts of machinery as well as all vehicles and provide Technical support and assistance to management in this regard.

To Collect all payments as well invoices where technical services have been rendered and attend all suppliers and negotiate upon LPOs.

To perform variety of clerical duties as Filing Records, Entering the required Data and Arranging all Technical Accessories Updated.

To Prepare and submit Sales Orders for Valued Customers and respond all the enquiries regarding Technical issues.

To Co ordinate with Purchasing and procurement Department regarding different deliveries and demands.

To Test and Verify all spare parts / items while receiving regarding their warranty ,Guarantee, Model and manufacture name.

**Knowledge of:**

Good awareness of purchasing, ordering and maintain Volvo, Mercedes and CAT parts.

Nomenclature and use of tools and equipment used in an fleet repair shop

Fleet and heavy duty parts, internal combustion engines, and miscellaneous power units

Use and storage requirements of materials and supplies used in a fleet shop

Trade manuals and parts catalogs covering heavy duty and fleet equipment

Fleet-parts storekeeping records

Office practices and clerical procedures involved in requisitioning, receiving, and

And issuing supplies and equipments.

Computerized recordkeeping and related data entry procedures

**Ability to:**

Classify fleet repair parts for storage and issuance

Exercise judgment in the issuance of parts, materials, and tools

Interpret fleet parts catalogs and manuals

Make substitutions of parts when appropriate

Perform clerical and manual operations involved in ordering, receipt, and storage of fleet parts, supplies and equipments.

Work effectively with vendors and District employees

Keep simple numerical records

Operate a computer terminal

Physically identify installed components on fleet and heavy duty equipment.

## COMPUTER SKILLS: Excellent

## LANGUAGES:

* English Fluent
* Urdu Native
* Arabic Good

## Qualification:

**Diploma In Mechanical Engineering (03 Years)**

**(Equal to Higher Secondary School Certificate)**

## Personal information:

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| Date of Birth  | 07- 12-1985 |
| Marital Status | Single |
| Religion | Islam |
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## Reference:

Reference will be furnished on demand.