

**Fahad**

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OBJECTIVE

**To seek a challenging position within a dynamic team of a progressive reputed organization in order to utilize my experience to achieve results and attain professional growth and client satisfaction.**

EDUCATIONAL SUMMARY

* **Bachelor of Computer Application** inAnnai College of Arts & Science, Kumbakonam from **2002-2005**
* **Higher Secondary Examination** in Al-Ameen Matriulation Higher Secondary School, Kumbakonam from **2000-2002**
* **SSLC Examination** inChrist The King Matric.Hr.Sec.School, Kumbakonam from **1999-2000.**

EXPERIENCE

## Store In-charge & Inventory Controller (March 2010 to April 2017)

**National Paints Factories Company Limited, Sharjah, U.A.E.**

STRENGTHS

* **Exhibit critical thinking, multitasking, troubleshooting, and customer service skills.**
* **Excellent problem solving, analytical and logical thinking skills.**
* **Ability to coordinate multiple tasks simultaneously and work as a productive member of a team.**

COMPUTER SKILLS

* **Knowledge and can handle office equipment.**
* **Windows & other software Installation.**
* **Operating Systems : Windows 2000 / XP / Vista / Windows 7 / Windows 8.**
* **Web Designing, Graphic Designing, MS Office (Word, Excel & Powerpoint).**
* **MIS System software.**
* **Programming in “C” language.**

STORE / WAREHOUSE SKILLS

* **Knowledge on Warehouse Management System, Store systems and procedures, etc.**
* **Knowledge in MIS (Management Information System).**
* **Accurate receiving of materials by verifying which is mentioned in the pick list.**
* **Receive and process warehouse stock products (pick, unload, label, store)**
* **Making of GRN (Goods Receipt Note) for the materials which are receiving from the suppliers.**
* **Guiding of forklift drivers to make sure that they are arranging the materials in proper location.**
* **Dispatching of materials for export by making proper documents.**
* **Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)**
* **Prepares faxes, follows up on LPOs and ensures that the suppliers’ files are organized.**
* **Organizing and monitoring the stock of all incoming and outgoing products.**
* **Perform inventory controls and keep quality standards high for audits.**
* **Keep a clean and safe working environment and optimise space utilisation.**
* **Report any discrepancies**
* **Communicate and cooperate with Managers, Supervisors and co-workers.**
* **Operate and maintain preventively warehouse vehicles and equipment.**
* **Follow quality service standards and comply with procedures, rules and regulations.**
* **Proficient with computer literate such as Microsoft Word, Microsoft Excel, Microsoft Outlook, Power point and Internet.**
* **Updating and checking of Stocks both in system and also in physical as well.**
* **Ensure cleanliness and maintenance of equipment and tools used in the delivery or loading processes.**
* **Move raw materials to the production areas and finished products to the storage areas.**
* **Take product orders and verify if items are available in stock.**
* **Completes reports by entering required information.**

PERSONAL INFORMATION

**Date of Birth : 10-Sep-1983**

**Sex : Male**

**Nationality : Indian**

**Marital status : Married**

**Visa status : Employment Visa**

**Languages known : Arabic, English, Hindi, Malayalam & Tamizh.**

REFERENCE

**References are available on request.**

DECLARATION

**I confirm that the information provided by me is true to the best of my knowledge and belief.**