**CURRICULUM VITAE**

|  |  |
| --- | --- |
| **SHAHANAS****Email :** **shahanas.353770@2freemail.com** |  |

***Objective:-***

**To work in a multi-dimensional organization where responsibility demands sincerity and hard work, and to utilize my knowledge and expertise in a very effective and efficient way to the benefit of the organization.**

***Work Experience:-***

**I have a 4 years’ experience (05-05-2015 till 2009) in a SAFARI GROUP OF CO. in**

**Doha Qatar for the post of “ASST: STOREKEEPER.”**

***Duties &Responsibilities:-***

* **Receive, inspect, process and store a variety of supplies and materials.**
* **Verify receipts and packing slips against purchase orders to ensure accuracy, perform follow-up procedures on orders, and report damages, shortages and discrepancies.**
* **Communicate with vendors regarding purchase orders and the receiving of supplies and equipment to resolve errors and discrepancies.**
* **Maintain a variety of warehouse related files and records.**
* **Receive, store, organize and rotate stock utilizing proper storage methods and procedures.**
* **Maintain storage areas and warehouse equipment in a neat, clean, orderly and safe manner.**

***Ability:-***

* **Safely and appropriately operate the tools, equipment and technology necessary in the receipt, storage and distribution operations of the warehouse facilities.**
* **Effectively operate a delivery vehicle. Make accurate mathematical calculations. Apply, interpret and explain policies and procedures.**
* **Plan and organize work. Establish and maintain cooperative and effective working relationships. Work effectively as a team member. Maintain documentation and record**

***Work Experience:-***

**I have a 3 years’ experience (12-01-2010 till 2013) in K.M.TRADING CO. in**

**AJMAN (U.A.E) for the post of “STOREKEEPER.”**

***Duties &Responsibilities:-***

* **To exercise general control over all activities in Stores Department. Ensure safe keeping both as to quality and quantity of materials.**
* **Maintain proper records, initiate purchase requisitions for the replacement of stock of all regular stores items.**
* **Slow moving and near expiry items update and indicated to purchasing department and all salesman every one week.**
* **To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.**
* **Check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.**
* **Reserve a particular material for a specific job when so required.**

***Work Experience:-***

**I am currently working in a FINE HYGIENIC PAPER CO. FZE (12-08-2013 Still) JEBEL ALI FZE (U.A.E) for the post of “STOREKEEPER.”**

***Duties &Responsibilities:-***

* **Prepares orders as per the instruction of Warehouse supervisor and assist for loading and unloading the containers in a safety manner.**
* **Responsible for the safekeeping of company property and make sure that hygiene is maintained throughout the warehouse. Coordinate with quality controller to carry quality checks for incoming stuffs and outgoing orders.**
* **Responsible for completion and prompt submission of all related paperwork and the provision of other information as requested.**
* **Develop productive working relationships with colleagues. To communicate effectively with colleagues, managers, other warehouse & department staff.
Follow all safety guidelines.**
* **To ensure accuracy in all paperwork and delivery quantities. To assist in other duties as reasonably requested by the warehouse supervisor or warehouse Manager**

***Educational Background:-***

|  |  |  |
| --- | --- | --- |
| *Course* | ***Board/University*** | ***Name of The School Or College*** |
| **B.com Passed** | **Calicut University** | **PTMYHSS**  |
| **Plus Two**  | **Board of Higher Secondary Examination,**  | **MGHS. Kerala, India.** |

***Computer Skills:-***

* **Basic knowledge of Operating Systems like Windows 7.**
* **Tally 9.2**
* **Knowledge of Microsoft Office Suite [Word, Excel, PowerPoint etc]**
* **Oracle.**
* **ERP**

***Language Knowledge:-***

* **Arabic (Good)**
* **English (Good)**
* **Hindi (Good)**
* **Nepali (Good)**

***Personal details:-***

* **Date of Birth : 26-05 -1983**
* **Marital Status : Married**
* **Nationality : Indian**
* **Religion : Muslim**
* **Sex : Male**
* **Visa status : Transferable (Jafza)**
* **Hobbies : Cricket, Walking**

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

**Date: 15 -03 - 2017 Place: Dubai**