**Muhammed**

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**Objective**



I am looking to seek a secure position in a reputed and well established organization where I can bring my skills and abilities by utilizing my gained experience in this field and proving quality services as per organization’s demands.

**Career History**



I have six years of experience as a “**Typist”** in United Arab Emirates government related work. In my previous role, I was handling “**Administration”** activities in H&M, M.H Alshaya Group of Companies, Abu Dhabi.



**May 2011 – Present: General Typist (Process Outsource Professionals, Dubai, U.A.E)**

Process is focused on providing a multitude of outsourcing services. The company excels in providing professional, cost‐effective and timely solutions for business and organizations. Our services include Professional Consulting, Business Setup, PRO Documents Clearing, Call Centre Outsourcing, Event Exhibition Organization and Technology Support Service .The team includes highly professionals, ex‐Government employees who hold in‐depth knowledge of the UAE Government legislation, regulations, processes and procedures.

* Well knowledge with U.A.E visa processing rules and regulations, Ministry of Labor, Ministry of Immigration and other departments.
* Preparation of U.A.E Immigration, Labor, Emirates ID, Medical and Other Dept. Forms. (eg. EDNRD, VISION E FORM, MOI, FAWRI & ECONOMIC DEPARTMENT).
* Ensure all information on the applications and documents are rechecked prior to submission.
* Documents attestation from Ministry Of Foreign Affairs, Foreign Embassy and Consulate.
* Communication of messages, receiving phone and judgment calls regarding nature of business and urgency of situation.
* Follow up around thousands of employee’s Visa, work permit, health Card and Passport expiry and renewal on the time.
* Ability to type English, Arabic and Malayalam with maximum speed and accuracy.
* Extensive knowledge of using office equipments like scanner, fax and photocopy machines, etc...
* Maintain confidentiality and security of company and employee documents at all times.
* Giving task to the typing division and making sure to accomplish by end of the day.
* To organize visas for travelling either to (holiday or business) for managers as required.
* Proving legal consultation to customers if required.
* Meeting and greetings customers personally.



**Apr 2010 – Mar 2011: Store Administrator (H&M, Abu-Dhabi, U.A.E)**

* Maintaining security of cash. Ensure cash poll against daily sales report. Secure all cash in/out as per company SOP.
* Ensuring daily banking is reconciled with no discrepancies.
* Documentation / updating all records and reporting discrepancies.
* Handling petty cash maintain cash records and prepare petty cash reimbursement summary.
* Monitor cashier performance and report to Department/Store Managers.
* Preparing staff attendance.
* Checking daily emails and communicates with management and store team.
* Assisting customers in case of exchange or credit problems.

**May 2009 – Apr 2010: Inventory In-Charge (H&M, Abu-Dhabi, U.A.E)**

* Managing & Executing the team tasks for Stock receiving, Dispatch, Write-Off and Packing from/to Local & overseas.
* Supervise the off loading upon shipment arrival, checks shipment size and all documentation and supervision in physical checking of all items in the shipment.
* Ensure that all manual Put-away and packing lists are rechecked for right quantities, dimensions and products and that all documents are attached in the job file before handing it over to the Account Handlers for accurate system confirmation.
* Preparing discrepancy report and resolving the variance on stock receiving & Dispatching. Conduct Cycle Count as part of Inventory management to ensure the integrity of the stock availability in the warehouse.
* Oversee packing process for outbound shipments for compliance to company specifications and that necessary certifications and stickers are attached to enable timely delivery of goods to the final destinations & Authorize the relevant Documents for the transfer.
* Prepare stock Write-off forms for the faulty, stop order and damaged stocks.
* Ensuring the preparation of all necessary documents like Merchandise Delivery Report (MDR), Goods Receipt Voucher, Goods Return Voucher, and Invoice for Inter-country transfers.
* Liaise with Supply Chain, Stores and Transport departments to ensure efficient movement and storage of goods.
* Communicate with the line manager on all related issues within function highlighting the improvements needed for the Department.
* Conducting and Supervise annual Stock Take/Inventory for the brand in UAE.



**Feb 2008 – May 2009: Sales Associate (H&M, Abu-Dhabi, U.A.E)**

* Supporting the store team and manager to increase revenue streams and profit targets.
* Providing excellent customer service & enjoyable shopping experience to maximize sales.
* Maintaining visual standards across the store.
* Carrying out stock replenishment.

**Education**



* Diploma in Fire and Safety Engineering – NIFE
* Diploma in Electronics and Communications – ITES

**Computer Literacy**



Diploma in Computer Application:- MS Word, MS Excel, MS Power Point, Adobe Photoshop and Internet.

**Personal Details**



Profile : Male, 32, Married

Nationality : Indian

Languages known : English, Hindi, Arabic & Malayalam

**Declaration**



I reconfirm that the above stated information’s are true and correct to the best of my knowledge and belief.