**Curriculum Vitae**

**Assainar**

[**Assainar.365871@2freemail.com**](mailto:Assainar.365871@2freemail.com)

**Profile**



Having more than Ten years of experience as a Store Keeper in the Middle East with extensive knowledge in store keeping, Office Administration, inventory management and logistics.

**Objective**



Seeking placement in a supervisory role in warehouse and distribution or any suitable placement in a reputed organization where I can utilize my job skills and experience for the growth of the organization and enhance my career.

**Work Experience -1**



|  |  |  |
| --- | --- | --- |
| Company Name | : | Jaidah Motors – Wholesale Department – Parts Division |
|  |  | Doha, Qatar. |
| Position Title | : | **Store In-Charge** |
| Duration | : | from 2014 till June 2016 |
| Industry | : | Automobiles |

**Job Profile:-**

Responsible for all kinds of store related works and Office Administration

**Work Experience -2**



|  |  |  |
| --- | --- | --- |
| Company Name | : | Prime Power Me |
|  |  | PO Box 25525, Doha, Qatar. |
| Position Title | : | **Store In-Charge** |
| Duration | : | from November 14, 2011 till 30th November 2013. |
| Industry | : | Rental Company. |
| **Job Profile:-** |  |  |

* Responsible for all kinds of store and Office Administration.
* Responsible for daily, weekly, monthly and yearly inventory reports.
* Responsible for ordering material according to stock level.
* Coordination of Transportation of On field services staffs.

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**Work Experience -3**



|  |  |  |
| --- | --- | --- |
| Company Name | : | **Hayath Communication, Doha - Qatar** |
| Position | : | Store In-Charge |
| Duration | : | From Nov 2010 to Oct 2011. |
| **Job Profile:-** |  |  |

Managing overall inventory in efficient, effective and systematic manner

**Work Experience -4**



|  |  |  |
| --- | --- | --- |
| Company Name | : | **Arabian Automobiles Co. LLC Dubai** |
| Position | : | Store Keeper |
| Duration | : | From October 2000 to November, 2009. |

(Started my career in AAC as Binning Clerk and later promoted as Store Keeper in 2004)

**Job Profile:-**

Conduct receiving & binning operation Assign volume based space distribution Prepare & report short, excess receiving

Submit daily operation report to management Measure warehouse productivity

Supply lead time management Conduct perpetual count

Initiate yearly stock count Workforce management

CS accountability in availability Implement SOP

**Educational Background**



1. Bachelor Degree in Arts from Calicut University
2. Pre-degree course from Calicut University, Kerala – India.



**Achievements**

Participated in various inventory management training conducted by Nissan Motor Co Ltd



**Skills**

* Excellent communication skills; both spoken and written English, Hindi and Malayalam
* Proficiency in the use of Microsoft Applications like Word, Excel, PowerPoint, Outlook, Internet and E-mail. Exposure to ORALCE E-Business Suit, AS-400.

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**Work Skills & Traits**

* Responsible, Enthusiastic and capable of working effectively under pressure, Effective communicator, Diligent, Self Confident, Friendly, Can adapt to any given office system, competent in office routines and above all a Team Player.

**Leisure Pursuits**

Travelling & Reading.

**Personal Particulars**



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| --- | --- | --- |
| Age & Date of birth | : | 42, 20TH February, 1973 |
| Nationality | : | Indian |
| Marital Status | : | Married |
|  |  |  |
| Visa Status | : | Visiting visa |
| Driving License | : | Holding valid Qatar**,** UAE & Indian Driving |
|  |  | Licenses. |
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