* DUBAI, UAE



Curriculum Vitae

**CAREER OBJECTIVE:**

With expertise in warehousing that exercise general control over all activities in store department. Initiates material requests for different departments of organization, and timely follow up of purchase order, in order to making sure that there are adequate stock in the store. Conduct actual physical stock inventory. Capable to prepare documents like delivery notes, credit invoices, Material issued voucher, Material receipt voucher and daily production reports with costing.

**CORE STRENGTHS & SKILLS**

-Document Controlling -Inventory Management -Coordination/ Reporting

-NCR Preparation -Receipt Familiarity -Customer Relation

-Microsoft Office -Team work

## WORK EXPERIENCE in Saudi Arabia (8 Year)

ORGANIZATION: **SAUDI FACTORY FOR INSULATED WIRES AND COPPER CONDUCTORS,**

**RIYADH- SAUDI ARABIA. (Copper& Aluminium Bus bar & Enamelled Wire Manufacturers in KSA)**

TENURE: **02 AUG 2011- 31 MAR 2017 (5 Years & 7 Months)**



DESIGNATION: **SECRETARY/ STORE MANAGER**

**Duties and Responsibilities:**

* Making purchase requisition (PR), co-ordinate with Procurement department.
* Receipt of incoming material from the suppliers and physical inspection to insure that correct quantity receipt in good condition as per the delivery note/ packing list/purchase order.
* Give intimation about receipt of material to concerned department and arrange for quality inspection.
* Prepare Goods Receipt Note (GRN), Material received voucher (M.R.V).
* Maintaining inventory records - stock received, stocks issued and stocks on hand
* Ensure proper storage of all coming materials at designated place with proper labelling etc.
* Issue all material against the MRF (Material Request Form) and make entries in the system.
* Deliver material to the allocated sites and division, as per the request.
* Conduct appropriate housekeeping and upkeep of store premises and required and maintain safe work environment for all the staff.
* Fully aware with safety measures in store, store verification and legal aspects of store.
* Keep some items under adequate temperature control place.
* Making monthly report (stock valuation report & consumption report).

**SAUDI ARABIAN AIRLINES**

ORGANIZATION: **KING KHALED INTERNATIONAL AIRPORT, RIYADH- SAUDI ARABIA**

TENURE: **14 OCT 2006- 31 DEC 2008 (2 Years & 2 months)**



DESIGNATION: **SECRETARY/ HR ASSISTANT**

**Duties and Responsibilities:**

* Reporting, Confidentiality, Orienting Employees.
* Attendance, vacation bid, id renewals and Scheduling.
* Audio and copy typing.
* Letter writing and circulating.
* Dealing with telephone and email enquiries, Verbal Communication
* Creating and maintaining filing systems.
* Scheduling and attending meetings, creating agendas and taking minutes.
* Keep diaries and arrange appointments.
* Travel Organising.
* Microsoft Office Skills.

### WORK EXPERIENCE in India (8 Year)

ORGANIZATION: **LAKHOTIA COMPUTER CENTRE (NILAMBUR, INDIA)**

TENURE: 05 JAN 2009- 30 JUL 2011 (02 Years & 06 Months)

DESIGNATION: ADMINISTRATOR

ORGANIZATION: **GOVERNMENT HIGHER SECONDARY SCHOOL, PULLANGODE**

TENURE: 20 July 2001- 10 Oct 2006 (05 Years & 03 Months)

DESIGNATION: IT INSTRUCTOR/ COMPUTER OPERATOR

**Duties & Responsibilities**

* + Arrange meetings for Directors & Staffs, Staffs duty
  + Stock & Inventory control- Hardware Components, Student Material
  + Handling of cash- Student Fee Collection, Royalty
  + Promotional activities- Promotional Advertisement & Offers
  + Letter Drafting- prepare students reports for Examination & Certificate issue details (Day

report, Weekly report & Monthly report)

* + Handled different types of customers successfully- Make the salary note for Teachers and

other staff. Make the arrears for years each and every staffs.

## QUALIFICATION:

* **Bachelor of Arts** (BA History) Calicut University, Calicut, Kerala-2000 (Completed)
* **Pre Degree** Calicut University, Calicut, Kerala-1997
* **SSLC** Public Examination Board Kerala-1994
* **Advanced Diploma in Computer Applications** WBCC, Malappuram, Kerala **-1999**

**Computer Skills (18 Year)**

* + From **Windows 98** to **Windows 10,**
  + Expert in Office (**Ms Word, Excel, Power point & MS Project**)
  + Computer Hardware & Networking, FoxPro, Visual Basic 6.0

### ACHIEVEMENTS:

* Good Team Entrepreneur

**PERSONAL PROFILE:**

Enthusiastic, hard working and dynamic personal willing to work in a fair business firm who will remain good humoured under pressure.

**STRENGTHS:**

Innovative thinking, Positive attitude, Interactive to people.

**PERSONAL INFORMATION**

Date of Birth : 07 Feb 1979

Nationality : Indian

Religion : Muslim

Marital Status : Married

Languages known : Arabic, English, Hindi, Tamil and Malayalam

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

**Mohammed**