**Curriculum Vitae**

**MOHAMMED**

**EMAIL ID:** **mohammed.370640@2freemail.com**

**OBJECTIVES**

 To associate myself with a progressive organization offering opportunity for professional growth, where my experience, education skills and varied abilities will be used effectively and efficiently in accomplishment of the organization goals.

**QUALIFICATION**

* S.S.C (Hyderabad, Andhra Pradesh)
* Intermediate ( Hyderabad, Andhra Pradesh)

**SOFTWARE SKILLS**

* Client Operating Systems - Windows 98 - 2000 Prof, XP, Vista and Windows7.
* Microsoft Office - Word, Excel, PowerPoint

**STRENGTH**

* Hardworking and punctual
* Sincerity and self disciplined
* Committed and dedicated towards achieving goals

**WORK EXPERIENCES**

March 2015-February 2016

I was working as DRIVER/ PRUCHASING/STORE STAFF in MINUTES QUICK SERVICE

Minutes Quick Service deal in with Mobile Repair, Watch Repair, Shoes Repair…etc

**WORKING RESPONSIBLITIE**

* To deliver goods from store to Minutes branches
* To collect the cash from Branches and deposit to Bank
* Buy Watch Spare parts from supplier
* Buy Mobile spare parts and Accessories from Supplier
* PRO formalities including visa registration renewals and cancelations and all

Associated processes as well as DED, Immigration and Mol formalities.

* Assisting in store whenever need
* Job related to pick up and drop off and work handed by managers.

**WORK EXPERIENCES**

July 2014-March 2015

I was working as WAREHOUSE INCHARGE in Al SAAD Al ORDUNIA GENERAL TARDING L.L.C

AL Saad deal in with Hygienic Paper like, Facial Tissue, Toilet Roll… etc.

**WORKING RESPONSIBLITIE**

* To prepare orders as per the instruction of warehouse supervisor and assist for loading and unloading the containers in safety manner.
* To be 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 or incoming stuff and outgoing orders.
* Count and assist warehouse supervisor for recording stock figures.
* To brief and assists couriers if required.
* To able to deal effectively and efficiently with queries and correspondence.
* To ensure accuracy in all paperwork and delivery quantities.
* To assists in other duties as reasonably requested by warehouse supervisor or warehouse Manager.

**WORK EXPERIENCES**

April 2012- May 2013

I was working as PRODUCTION INCHARGE in Stallion Gifts & Premium L.L.C

Stallion Gifts deal in with cooperate gifts for multinational company.

**WORKING RESPONSIBLITIE**

* Develop and maintain effective relations with all company employees at various levels of organization.
* Arranging all samples for sales team
* Ensuring that all items are produced on time
* Collating the payment from customer
* Handling the transportation for delivery
* Analyze staffing requirements and ensure efficient compliance to production schedules and budget for all production process
* Identify all issues in team and provide continuous support to all members according to operating standards on everyday basis
* Supervise effective working of production personnel and prepare effective production schedules and ensure compliance to all company policies.

**WORK EXPERIENCES**

September 2007-Febarary 2012

I was working as WARE HOUSE INCHARGE in System Development Center

System Development Center Deal With IT Product they export the goods to

Kingdom Of Saudi Arabia

**WORKING RESPONSIBLITIE**

* Ensuring all goods inflow are carried out as per company policy, systems and procedure
* Checking the goods for damages and highlighting them to the person in charge
* Ensuring all goods that are not of sound quality are taken care of as per the company systems and procedures
* Co-ordinate with shipping line agencies
* Follow up with custom for smooth and timely clearance
* Handling import and export documents
* Handling payments/custom duty on behalf of client on export and import cargos
* Monitor inbound and outbound cargo movement
* Coordinating with transporters to manage on local delivery and transportation

**PERSONAL DETAILS**

* Date of Birth : 14 July 1987
* Religion : Islam
* Nationality : Indian
* Marital Status : Single
* Languages : English, Hindi
* Driving License : Valid License till 2019
* Visa Status : Visit Visa ( Until August 25 )
* Email : mohammed.370640@2freemail.com

Declaration:

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

 (Mohammed)