**R E S U M E**

**THOMAS**

DUBAI, UAE

**Thomas.381402@2freemail.com**

***HOLDER OF VALID UAE MANNUAL DRIVING LICENCE***

Date of Expiry :**05/02/2025**

***OBJECTIVE***

**Seeking a challenging position in a professional environment where I can enhance my knowledge and skills and in conjunction with the organization’s goals as well as objective.**

***Professional Experience***

**1.Ahmed Seddiqi & sons LLC**

(**Feb 2016 to Present)**

**Logistics Operative**

**Duties & Responsibilities**

• Ensure that all in-bound and out-bound delivery information is accurately keyed into the company systems.

• Checks the inspects goods received and ensure they are of accurate quantity,reference and quality.Promptly report damages, discrepancies or any resolved issues to the coordinator.

• Dispatches outgoing orders in line with company processes so as to achieve agreed turn-round targets.

• Ensure all stock is stored,handled and transported securely and in line with company procedures.

• Together with colleagues, ensure the warehouse is maintained to high standared of cleanliness.

**2.Paris Group VERSACE(Dubai)**

(**July 2013 to Dec.2015)**

**Store Keeper**

**Duties & Responsibilities**

• Maintain optimal stock levels.

• To exercise general control over all activities in Stores Department.

• Issue receipts and change to customers.

• To issue materials only in required quantities against authorised requisition notes/material lists.•

•To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.

 • To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.

**2.KADI Trading LLC (Dubai)**

**(March 2011 to June 2013)**

***Store Keeper & Shop InCharge* and *Sales***

**Duties & Responsibilities**

* Organize Storage and Distribution
* Maintaining accurate records of daily orders, electronically and hardcopy versions
* Physical verification, Preparation of Discrepancy Report and inquiry
* Generation of inventory related reports ,daily, weekly and monthly inventory statement and forwarding to department heads and concerned persons
* Performs miscellaneous job
* Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
* Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
* Processes and documents returns as required following established procedures.
* Performs routine clerical duties, including data entry, and assisting customers.

**3.CAMS (India)**

**(July 2010 to February 2011)**

***Data Entry Operator.***

**Education**

* B.COM FROM M.G UNIVERSITY, KERALA (2007 -10)
* HSC FROM KERALA (2004 – 06)
* SECONDARY SCHOOL COURSE (S.S.L.C) FROM UNDER

BOARD OF PUBLIC EXAMINATION.(2004)

**COMPUTER KNOWLEDGE**

* Diploma in Computer Financial Accounting, (D.C.F.A)
* Diploma in Computer Application (D.C.A)
* Tally (Accounting Software)
* M S Office, Word, Excel,Powerpoint

**KEY SKILLS AND COMPETENCIES**

* Strong Excel skills.
* Motivational skills, Quality control, Team management and project management.

**PERSONAL DETAILS**

Date of birth : 26-09-1988

Gender : Male

Nationality : Indian

Religion : Christian

Marital status : Married

Language known: English, Hindi, Malayalam

Visa status : Employment Visa.