***naveen***

***Email:****naveen.382695@2freemail.com*

***Current Location:*** *Dubai*

***Visa type:*** *Employment Visa*

**Career Objective**

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| I would like to contribute my qualification and working experience in challenging environment to the profitability of the organization. I have been successful in all my endeavors so far and believe in growth with the company. |
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Education & Credentials

* Graduated **B.SC (BZC**) with aggregate of 70% from Osmania Hyderabad, India.

Technical Skills

* Microsoft applications (Word, Excel, Office, PowerPoint, Outlook,) – Advanced
* Understanding of Windows 95, XP, 7,8.1,10
* Typing speed 30-40 wpm
* Excellent at Searching and Web Browsing skills.

**Work Summary:**

* **Worked 3 and half years as a Assistant store keeper in Bahrain.**

**Employer : AL Hamad Construction & Development Company LLC**

**Position : Assitant Store Keeper**

**Period : June 2008 – Dec 2011**

**Job Description**

* + - * To exercise general control over all activities in store department.
			* To ensure safekeeping both as to quality and quantity of materials.
			* To maintain proper records.
			* To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
			* To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
			* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
			* To reserve a particular material for a specific job when so required.
			* To issue materials only in required quantities against authorized requisition notes or material list.
			* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage etc.

**Strengths:**

* + - * Strong patience and self confidence, good interaction abilities.
			* Ability to demonstrate commitment and communicate professionally during stressful situations, maintaining composure and resolving problems effectively and positively.
			* Manage multiple tasks and respond to urgent requests in a positive manner.
			* Good interpersonal skills and strong analytical capabilities.
			* Team facilitator hard worker, quick learner, proactive, team player attitude.

**Language Skills**

* English - Advanced
* Hindi - Advanced
* Telugu - Native Tongue

**Interests & Activities**

* Travelling, Movies, Cricket, Volley Ball, Surfing

**Personal Details:**

* Date of Birth : 22-Nov-1984
* Nationality : Indian
* Marital Status : Married