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| RESUMEC:\Users\shaki\Contacts\Desktop\RASHI PP image copy.jpg **RASHID**  Sharjah, UAE  [Rashid-393484@2freemail.com](mailto:Rashid-393484@2freemail.com)  *My profile summary:*   * *9 years experience in driving in UAE with well knowledge of locations* * *Speak fluently English, Arabic & Hindi (Keralite)* * *Able to communicate in English in writing* * *Able to work in Windows 10, Ms Office applications + web browsing* * *Experienced in Store Keeper/ Messenger jobs* * *Matriculation passed* * *Fast learner, ready to work anywhere in UAE* * *On visit Visa up Oct 2019*  OBJECTIVE: Seeking a challenging position to meet my competencies, capabilities and skills. WORK EXPERIENCE: **Store Keeper** **cum Collection Executive** –Sharjah  (Products & Services : [Crushing, Screening, Washing Plants and Equipment](https://www.yellowpages-uae.com/uae/crushing-screening-washing-plants-and-equipment) etc)  **10 years of experience** (From 2008 to February 2019)  **Duties And Responsibilities – Store Keeper:-**   * Maintain Receipts, records and withdrawal of stock room. * Receive, unload and shelve supplies. * Perform other stock related duties including returning, packing and labeling. * Ensure adequate record keeping and manage all documentation. * Maintain proper stock level.   **Duties And Responsibilities – Collection Executive:-**   * Coordinate the handling of freight, movement of equipment etc. * Cheque collection, Bank Deposits, collection of documents. * PRO works assigned by HR.  LANGUAGE KNOWN:  * Excellent communication skill in **Arabic, Hindi, English, Malayalam etc.**   **EDUCATIONAL QUALIFICATION:**   * Matriculation – Year of Pass 1995  COMPUTER SKILLS:  * Windows, Internet & MS Office – Excel & Word  UAE DRIVING LICENSE DETAILS:  * Issue Date : 27-12-2010 * Expiry Date : 28-12-2020  PERSONAL INFORMATIONS:  * Date of Birth : 02-04-1980 * Nationality : Indian * Religion : Islam * Marital Status : Married * Current visa status : ***Visit visa- till 18th Oct 2019***   **Declaration**  I hereby declare that the information furnished above is true to the best of my knowledge.  **Place : Signature**  **Date : RASHID** |