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|  RESUME C:\Users\shaki\Contacts\Desktop\RASHI PP image copy.jpg **RASHID** Sharjah, UAE 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**  |