**CURRICULUM VITAE**

**FAISAL**

 

**Objective:**

 Challenging and rewarding position in a growth-oriented organization which offers diverse job responsibilities and will fully utilize my technical abilities to move up in position through experience and constant improvement.

**Qualification:**

From 2006 to 2009, **D.E.E.E (Diploma in Electrical & Electronic Engineer)**

A.V.C Polytechnic College – INDIA

**Work Experience in K.S.A**

 Organization : Axiom telecom, Jeddah

 Designation : storekeeper

 Duration : Oct-2016 to may-2019

**Job Responsibilities:**

* Maintain receipts, record and withdrawals of the stockroom
* Ensuring movements and inventory records are properly maintained in hard and soft copy
* Inspect receives all incoming materials and reconciles with purchase order and packing list
* Inspect deliveries for damage or discrepancies report those accounting for reimbursements and record keeping
* Controlling all movements of materials in & out of the store
* Rotate stock and arranges for disposal of surpluses
* Ensure adequate record keeping and manage all documentation conform proper stock level and maintain inventory control
* Tack stock inventory on a monthly basis or whenever required

 **Work experience in India**

Organization : Desicrew Pvt. Ltd, India

Designation : Data Entry Clerk

Duration : Feb-2013-July-2015

**Job description:**

* Produced monthly reports using advanced excel spreadsheets functions
* Organized form, made photocopies field records.
* Verifies the accuracy of work by comparing it to the source document.
* Compiles data from various sources.
* Maintains confidentiality of information.

**Computer Skills:**

* Ms-office
* Operating system
* Networking (switching, routing and firewall)

**Strength:**

* Work effectively in a team or individuality
* Punctuality and time management
* Positive attitude and confidence
* Flexibility and adaptability

**Personal Details:**

Date of Birth : 22nd Aug 1990

 Marital Status : Married

 Nationality : Indian

 Languages Known : English, Tamil

 Visa Status : On Visit – Validity until 18th-April-2020

 Driving License : K.S.A (Saudi Arabia)

Personal Contact : faisal-396734@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

**DECLARTION**

I here declare that all the above information is true and correct to the best of my knowledge and belief.

 Date: 02/02/2020 Thanking You

 Place: Dubai-UAE FAISAL