[237742@gulfjobseekers.com](mailto:237742@gulfjobseekers.com)

|  |  |
| --- | --- |
|  |  |

**Objective**

Seeking job as a Sales Man/Office Assistant/Store Keeper/Office Boy or any suitable job in a corporate office where I can utilize my administrative & Technical skills and adapt new abilities

**Personal Profile**

* Good personal relations, communication and coordination skills.
* Easily adaptable to the business, quick learning, good team spirit
* Enjoy participation in job trainings
* Dedication and commitment to the assignments.
* Time management and experienced in working under pressure.

**Educational Qualifications**

* Secondary School Certificate (S.S.C) Appeared.

**Technical Qualifications**

* Knowledge of Computers Operating (Windows 7, MS Office, Paint Printing Email, Internet, Search Engines Online Advts.
* Knowledge of Stitching Designer and Fancy Curtain Fixing.
* Knowledge of Operating Xerox /Fax /Scanning & House Keeping Machineries.

**Work Experience**

*Working as a* ***"Store Keeper"*** *in* ***AISTE CAUTURE*** *since* ***12 Jan 2013*** *to till date in Dubai,U.A.E*

**Major Responsibilities**

* Check inventory records for accuracy
* Compile reports on various aspects of changes in production or inventory
* Keep records of items shipped, received, or transferred to another location
* Find, sort, or move goods between different parts of the business
* keep track of and record all outgoing and incoming shipments and ensure that they have been filled correctly.
* Dealing with material procurement/purchasing
* Dealing or negotiation with suppliers to get best material with an efficient price
* Maintaining the stock position details & releasing of stock/material as per the production demand/requirement

**Work Experience**

* Worked **3 years,** as “**Sales Executive cum Office Assistant**” **Classic Curtain Décor Hyderabad** from Sep **2009** Dec **2012**
* Worked **1 yr as *Store Keeper*** in ‘**Al Huda Real Estate**’ Hyderabad. From 2008 Aug 2009
* Worked **2 years** as ***Office Boy***  “**Netcom Solutions”** Hyderabad From 2006 to 2008

**Major Responsibilities**

As in my carrier I was responsible for supporting other non administrative staff by taking care of their office needs.

* I was arranging & updating all type of incoming & outgoing material records, Daily used material reports,
* Ordering material requests, Material Transfer to sites arrangement,
* Allocation record of equipments
* Duties implied on me includes attending phone calls and managing intercoms,
* Organizing files of different sections at proper place
* Taking and giving messages on behalf of some busy office person,  responding to the basic queries of a visitors,
* Ordering all stationary related items and all office related items
* Assisting Master Tailor in Stitching and Cutting the Curtains

**Skills**

Languages Known : English, Arabic, Hindi, and Telugu

**Personal Information**

Nationality : Indian

Date of Birth : 15/10/1990

Social status : Un-Married

Religion : Muslim

**Hobbies & interests**

Reading, Learning, Travelling & Playing Cricket

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