**CURRICULUM VITAE**



**MUHAMMED**

[**Muhammed-392911@2freemail.com**](mailto:Muhammed-392911@2freemail.com)

**OBJECTIVE**

To work in challenging environment and to be a part of a team involving myself giving the expected result and in addition to contribute toward the growth of the organization through new ideas and skills.

**PROFILE:**

* Maintain receipts, records, and withdrawals of the stockroom.
* Receive, unload, and shelve supplies.
* Inspect deliveries for damage or discrepancies report those to accounting for reimbursements and record keeping.
* Rotate stock and coordinate the disposal of surpluses.
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.
* To maintain proper records.

**Qualification:**

* Prof. Diploma in Network Engineering at KELTRON (A Gov. of Kerala Undertaking). (2014)
* Diploma in Tally Accounting at cyber computerkollam, kerala. (2014)
* Bachelor Degree in science at T.K.M College of arts & science, kollam, kerala. (2013)
* XIIth (HSE) Course in Science at ST. Aloysius H.S.S, Kollam,Kerala. (2010)
* SSLC at ST. Aloysius H.S.S, Kollam, kerala. (2008)

**Work Experience :**

* **Computer Operator**at Quilon Gas Services Pvt Ltd, Kollam, Kerala (May 2015 – Aug 2017)
* **Store Keeper at** Neo combines, Kollam, Kerala (Jan 2018 – June 2019)

**PERSONAL PROFILE:**

* Date ofBirth : 30-11-1990
* VisaType : Visit
* Nationality : Indian
* Religion : Islam
* Languageproficiency : English, Malayalam andTamil