

**ANURAG**



**PERSONAL INFORMATION**

**OBJECTIVES**

**CONTACT**

Highly skilled individual with **10** years of experience in working as company material in charge towards organizational goal**.**I am highly innovative and is often recognized as a result oriented and solution focused individual.I am**l**ooking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

[Anurag-393207@2freemail.com](mailto:Anurag-393207@2freemail.com)

Abu Dhabi, U.A.E

**EDUCATION**

* **SSLC & Plus Two**–Govt. of Kerala-77%&70%
* **Diploma in fire and industrial safety engineering**-National safety council of India-60%
* **Bachelor of Commerce** – University of Calicut,Kerala-52%

**KEY SKILLS**

* Strong emphasis on accuracy and details
* Great Administrative skills and a quick learner
* Proficient in MS Office
* Strong communication skills
* Strong supervision ability
* Proficient in material analysis and performance
* **Since 2009, working as Inward Material in Charge, handling petty cash and sales Executive in Abu Dhabi (10years).**
* **2008 – Safety Supervisor in reputed Industry Larsen and Toubro Ltd (L & T), India**

**Major Responsibilities**

**Designation: Material Incharge/cashier/sales Executive**

* Materials Management function including inspection, storage, control and distribution of materials and products to meet Company objectives and customer requirements
* Direction and administering Purchasing , sales, Inventory Control, Shipping and Receiving, Customer Contact and Material Stores
* Ensures that the company standard practices and procedures are followed in connection with all materials department functions.
* Handling accounts of cash transactions.
* **L & T**

**Designation:Safety Supervisor**

**Major Responsibilities:**

* Inspects the site to ensure it is a hazard-free environment
* Conducts toolbox meetings
* The safety officer reviews and approves all subcontractors safety plans

Age & Date of Birth : 30 years, 16th November 1988

Gender : Male

Nationality : Indian

Marital Status : Married

**Visa Status : Job Visa (Transferrable)**

**Expires on 14th OCTOBER, 2019**

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

Date:

**Anurag**

**WORK EXPERIENCE**

**PERSONAL INFORMATION**

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

**DECLARATION**

**SHAFEEK V MUHAMMAD**