**RESUME**

**AHAMED**

Email: [ahamed-394429@2freemail.com](mailto:ahamed-394429@2freemail.com)

Visa Status :Visit visa 3 months from 26/09/2019

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To work in a challenging environment where my knowledge contributes to innovation and the growth of the company by exhibiting my technical excellence along with my good communication and analytical skills.

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| **EDUCATIONAL QUALIFICATION**: |

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| **Course** | **College** | **Percentage of**  **Marks** | **Year of passing** |
| B.C.A | Syed Hameedha Arts & Science  College,Kilakarai | 64.121% | 2004 to 2007 |
| H.S.C | Syed Ammal Higher Secondary  School,Ramanathapuram | 75% | 2002 to 2003 |
| SSLC | Islamiah High School,Kilakarai | 85% | 2001 to 2002 |

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| **EXTRA QUALIFICATION :** |

* MS-Office excellent in MS-word &MS-Excel
* Diploma in Computer Application

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| **PROJECT :** |

* Blood Bank(Oracle)

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| **SPORTS :** |

* Volley Ball
* Cricket

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| **Key Skills :** |

**For Cashier**

* To handle all cash payment vouchers.
* To collect cash from above 800 drivers an daily basis.
* Reimburse all staff payment bills.
* Maintain all bank transfer such as, cash transfer, cheque posting, and cheque transfer.

**For Stores Management**

* Distribute check salary to the staff as advised by management.
* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of [stocks](http://careerride.com/sample-cv-for-purchase-manager.aspx) from warehouse to stores.
* Marketing all cash receipts at cash voucher submit to management on daily basis.

For accounts and audit

* processing high value invoices/critical vendors
* Validating and processing freight invoices

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| **GULF EXPERIENCE :** |

* Worked as a **Cashier** in **Sharjah** from 2008 to 2011
* Worked As a Stores keeper in **Fujairah** from 2011 to 2013

(Enclosed with Visa copy)

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| **PERSONAL DETAILS :** |

Date of Birth : 27/05/1986

Age : 33 years and 3 months

Gender : Male

Marital Status : Married

Nationality : Indian

Religion : Muslim

Languages known : Tamil, English and Hindi

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| **Declaration** : |

I hereby declare that all the statements made in the above curriculum vitae are correct to the best of my knowledge and belief.

Place: Signature,

Date: **(AHAMED)**