**MOUSIN**

**P ERSONAL DATA**

 Name

Date of Birth Nationality Marital Status Email

: Mousin

: 27th of Feb 1999

: Indian

: Not-Married

: Mousin-396133@gulfjobseeker.com

**C AREER SUMMARY**

To take Challenging Projects at my Workplace that gives me an opportunity to develop my Knowledge, hone Skills to Contribute Creative Solutions for the advancement of the Organization by maintaining learning attitude, put my experience & Knowledge acquired over time. As an **TALLY CLERK** with **2 Years’ Experience** in Power Plant Industry, Experienced in Warehouse Assistant, and also **cataloguing in SAP(Materials Data),**

**P ROFESSIONAL EXPERIENCE**

**Mar ch 2018 to Current** **Warehouse Assistant**

(**2 years**)

Dubai, United Arab Emirates.

**Industry: Aluminum Production Company**

**Size: 1000-3000 employees.**

**December 2017 to Feb 2018** **Warehouse Picker** at **LOUIS VUITTON**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | (3 **months**) | Dubai, United Arab Emirates. |
|  |  |  |  |  |  |  | **Industry: Retail (shoe, belt, bags, eye wears)** |
|  |  |  |  |  |  |  | **Company Size: 50-150 employees.** |
| **April 2016 to Jan 2017** |  | **AXIS BANK (Full Time)** |
| (**1 years**) |  |  | Telangana, India. |
|  |  |  |  |  |  | Bank Financial Loan and Savings |
| **D UTIES AND RESPONSIBILITY** |
|  |  |  |  |
|  | **1.** |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Current Project Name: DATA ENRICHMENT PROJECT (All Technical Data of Materials)**

**Standardize All Materials Data in the Sites in to One Standard**

**Position:** **DATA OPERATOR**



**Responsibilities:**

* + Overall Project Scope is **Total of 1, 75,000Materials** of All Sites to be Standardize by Technical and MPN Details.
	+ Managing Team for the DUABL
	+ Having Good Experience in **MS Excel, Cataloguing in SAP (Materials) Electrical,** **Instrumentation and Mechanical and All items**.
	+ **Physical Verification in Warehouse If OEM Details Totally Missing.**
	+ Preparing Report about missing information of the Materials to the End User and Follow up for the Corrections. 
	+ Adding Improvements to the Data with the Proper OEM Documentation. Creation of new Attributes for All Materials as per the Plant Standard.
	+ Creation of New Abbreviations for All Material as per the Plant Standard.
	+ Pack, stock, organize and rearrange products in warehouse.
1. **Company Name: JAMES HR SOLUTIONS** Worked as **Warehouse**

**Picker**

**Customer Name:** **LOUIS VUITTON**

**Duties and Responsibilities:**

* + Learned safety standards for the warehouse as a workplace Acquired knowledge of
* hazardous good handling
*  Maintained good English and Mathematics skills
	+ - As a hardworking and proactive individual with 3 months Experience in retail stock handling re-visited education in form of an apprenticeship to take my skills and knowledge further.
		- Fulfilling the role of Health and Safety Representative and playing a key role in supporting

store colleagues by ensuring that orders are assembled correct

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**3** **. Company Name: AXIS BANK**

**Duties and Responsibilities:**

* Excellent communication and interpersonal skills
* Good presentation and organization skills with educational experience  Expert in handling customers with grievance.
* Excellent analytical statistical and digital skills.
* 9 months of Experience in Banking Operations – sales Liability - Assets & Branch as well as Digital Banking.
* Collaborate with heads of other units to develop best practices for successful banking operations
* Delegate tasks to members of the operations team.

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**E DUCATION**

2016 **SATYA TECHNICAL INSTITUTE** Kakatiya

Institute of Science, India.

2014 SSC Completed

Krishnaveni Talent High School, India.

2018 Intermediate Completed

Kshatriya Junior College, India.

**C ERTIFICATES AND TRAININGS**

April 2016 Post Graduate Diploma in Computer Applications

April 2016 MS-OFFICE MS – WORD EXCEL PP INTERNET CONCEPTS & JOUNRNAL AND TALL.9.0

Feb 2018 Safety Exam Passed in **DUBAI ALLUMINIUM**.

Oct 2018 CERTIFICATE OF COMPLETION THE SAFE MANUAL HANDLING TRAINING EGA COURSE.

**L ANGUAGES**

English and Hindi and Telugu: Intermediate.

**A DDITIONAL INFORMATION**

Driving License (INDIA)

**T OOLS AND TECHNOLOGIES**

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 Advanced in Hard Ware Networking

 M.S Office, M.S-Word Excel, Tally 9.0

**K EY SKILLS**

Executor, Leader, Planner, Hard worker, Team Player

DECLARATION:

I hereby declare that above And mentioned information is correct up to my knowledge and I bear the responsibility for the correctness above in mentioned particulars.

Place: DUBAI

Yours Sincerely,



Date

MOUSIN