

**Resume of Rashid**

***As a post graduate with 4 years of extensive experience in store management, spare parts & warehouse.***

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| **Employment History** |  |  |
| Organization | : | *(Concrete Distributors)* |
| Designation | : | **Storekeeper / purchaser** |
| Location | : | Dubai, UAE |
| Period | : October 2014 to till Present | |

**Responsibilities**

* Record accurately deliveries and departmental issues in the stock ledgers and balance daily to the standard required
* Match goods received with delivery notes from suppliers
* Unload and receive goods from suppliers
* Ensure that all goods are immediately dispatched to store for which they are intended and that no goods are left unsecured or unsupervised on the loading bay
* Distribute goods to the Engineering Department employees against stores request
* Weekly requisitioning of materials required to maintain stock level
* Enter all materials in and out of stores into the computer on a weekly basis
* Ensure stores are kept clean and tidy at all times.
* Follow Safety rules and regulations, Maintain records of goods ordered and received
* Once items received we should verify the goods condition and compare the invoice amount and quantity with purchase order
* After material received must inspect all items.
* If we find any damage and poor quality material must to be returned.
* Maintain the minimum stock level
* Generating all required reports regarding dispatch of products using MS-Excel
* Rotates stock and arranges for disposal of surpluses.
* Keeps records to maintain inventory control, cost containment and to assure proper stock levels & Coordinates freight handling, equipment moving and minor repairs.
* Operates simple office machines (which may in some cases include computer assisted inventory, automotive equipment, and may operate a forklift or other light equipment used in moving heavy items).
* May participate in the selection, training and supervision of subordinates, when applicable.
* Performs related and peripheral site-specific duties as required.

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**Academic Qualifications**

2014 - Bachelor of Computer Application (B.C.A) from the New College (Autonomous), India.

2010 - Higher Secondary School from Imam Gazzali Matric Higher Secondary Education, India.

**Professional Strength**

* Positive attitude combined with creativity, willingness to learn and grasp at the earliest, Self-Motivated and Determined
* Always happy to do the mundane office duties as well as the more exciting work
* Detail oriented, Exceptional organizations skills.
* Microsoft Office Proficient
* Excellent communication skills

**Inter personal skills:**

* Ability to work independently, as well as, as a team member
* Ability to work under pressure and meet deadlines with ease and efficiency
* Inter-personal relations and communication skills
* Time management skills

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| **Personal Details** |  |  |
| Date of Birth | | : 09/12/1991 |
| Nationality | | : Indian |
| Visa Status | | : Employment Visa (UAE-RAK) |
| Marital Status | | : Married |
| Religion | | : Islam |
| Languages known | | : Arabic, English, Hindi & Tamil |

References - Available on request

**Declaration**

I hereby declare that all the above given information are true to best of my knowledge.

***(RASHID)***

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