

Muhammed zamil



CONTACT

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Kerala-670007

EDUCATION

- 10th SN THSS THOTTADA (2006)
- 12th VHSC THOTTADA (2008)
- CCNA SEPCTRUM SOFTECH SOLUTIONS (2012)

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

SKILLS

- Self-Awareness.
- Communication Skills.
- Problem Solving
- Leadership
- Time management
- Self-motivation
- Team work

PERSONAL INFORMATION

- Date of Birth : 20/09/1990
- Gender : Male
- Marital status : married
- Passport No : V4873183
- Nationality : Indian

PERSONAL PROFILE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

With 6 years of diversified experience as an Office Admin, store keeper and transport foreman in GCC.

EXPERIENCE

Company Name: Qatar Trading and Transport company, Doha

Designation: Office Admin

Duration: May 2016 to June 2018

Designation: Store keeper

Duration: July 2018 to May 2021

Designation: Transport Foreman

Duration: May, 2021 to July 2022

Company Name: Mermaid Boutique (Kerala, India)

Designation: Store manager

Duration: from August 2022 to April 2023

OFFICE ADMIN

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Create and update records and databases with personnel, financial and other data.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Purchasing office supplies, equipment, and furniture.
- Carrying out clerical duties such as answering phone calls, responding to emails.

STORE KEEPER

- Store inventory In-Out stock management
- Making purchase order of mechanical & electronic parts and mechanical substances
- Preparing reports
- Keeping tracks and organizing of records and invoices

TRANSPORT FOREMAN

- scheduling driver assignments.
- managing transportation and maintenance budgets
- documenting all transportation activities in a database
- making sure all vehicles are in proper working order.

DECLARATION

I sincerely proclaim that all the facts in my resume accurate, and I am responsible for their accuracy.

PLACE: Al Quoz, Dubai

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