

CURRICULUM VITAE

Name: Mohamed Khalid
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Visa Status: Until March 2023



PROFESSIONAL SUMMARY

Organized and experienced storekeeper in the field of Warehouse. expert in maintaining the flow of goods to ensure accurate merchandise inventory. Knowledge of auto parts and basic vehicle maintenance on various makes and models. Adept at quickly identifying problems with various parts.

Seeking a Suitable position in Warehouse cum Storekeeper.

CORE QUALIFICATION

- ☐ Wide range of experience installing and selling auto parts
- ☐ Adept at efficiently dealing with a variety of customer service matters
- ☐ Ability to perform initial diagnostic evaluations and assess vehicle issues
- ☐ Capable of issuing invoices and producing profit and loss statements
- ☐ Ability to drive company vehicles and provide remote service when applicable
- ☐ Capable of multitasking while maintaining quality standards
- ☐ Extensive communications and organizational skills

WORK EXPERIENCE

Company	:	MARINE INFRASTRUCTURE DEVELOPER PVT LTD
Designation	:	Warehouse Supervisor cum Storekeeper
Duration	:	Sep 2020 – Apr 2022

WAREHOUSE SUPERVISOR (ONE YEAR)

Duties & Responsibilities

- ☐ Supervising warehouse staff and daily activities.
- ☐ Managing, evaluating and reporting on warehouse productivity.
- ☐ Verifying all import documents.
- ☐ Coordination with liner sales team.
- ☐ Measure and report the effectiveness of warehousing activities.
- ☐ Managing, evaluating and reporting on warehouse productivity.
- ☐ Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- ☐ Checking orders, bills, items received, inventory, and deliveries for accuracy.
 - ☐ Maintaining records, reporting relevant information, and preparing any necessary documentation.
- ☐ Ensuring basic maintenance standards and compliance with health and safety regulations.
- ☐ Coordinating and maintaining fleets and equipment.

STORE KEEPER (ONE YEAR)

Duties & Responsibilities

- ☐ Keeping a record of sales and restocking the store accordingly.
- ☐ Managing and training store staff.
- ☐ Planning promotional campaigns for new products or specials.
- ☐ Ensuring that the store is kept clean and organized.
 - ☐ Mediating any confrontations between staff and clients, and de-escalating the situation.

EDUCATIONAL QUALIFICATION

- ☐ BCA (COMPUTER APPLICATION) In Jamal Mohamed college, Thiruchirapally, Year of Passing 2019.
- ☐ HSS In Kasturba Matriculation Hr. Sec School, Year of Passing 2016.
- ☐ SSLC In Kasturba Matriculation Hr. Sec School, Year of Passing 2014.

COMPUTER PROFICIENCY

Packages	:	MS Office (Word, Excel, Power point).
Operating System	:	Windows 8 & 10.

STRENGTHS

- ☐ Willingness to work in team and hard worker
- ☐ Good and Strong communication skills
- ☐ Enthusiastic and can produce results under deadline constraints
- ☐ Ability to adapt in any environment or situation

PERSONAL DETAILS

<input type="checkbox"/> Father's Name	:	Badurdeen. B
<input type="checkbox"/> Date of Birth	:	17/10/1998
<input type="checkbox"/> Gender	:	Male
<input type="checkbox"/> Languages Know	:	English, Tamil
<input type="checkbox"/> Marital Status	:	Single
<input type="checkbox"/> Nationality	:	Indian
<input type="checkbox"/> Passport	:	P 1378983
<input type="checkbox"/> Visa	:	Visit Visa

DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge ability and belief.

MOHAMED KHALID