

**AMEER K B****Email ID:** ameerlops@gmail.com**Mobile Number:** +971564568361**Communication Address**

Abu Dhabi

**Personal Details:**

Date of Birth : 05-03-1994

Languages known : English,  
Malayalam, Hindi,  
Arabic, Tamil

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Muslim

Father Name : Basheer. K M

Passport Number: W8845698

**Objective:**

Would like to be a part of a dynamic organization to be able to exhibit my potential, utilize my knowledge and skill to grow professionally and be a positive contributor to the organization using and implementing my knowledge, interpersonal skills and leadership abilities.

**Personal:**

Organized, dependable and innovative personality. Maintains discipline, good work habits, ethical conduct, and a philosophy of life-long learning. Meticulous about the quality of work, documents and the work environment. Works well with others to accomplish goals and foster individual development.

**Asset:**

- ✓ Excellent communication skills
- ✓ Expertise in team or department
- ✓ Ability to remain calm under pressure
- ✓ Firm grasp of company policies
- ✓ Strong work ethic
- ✓ Punctuality and time management skills
- ✓ Professionalism and a positive attitude
- ✓ Organizational abilities
- ✓ Interest in leadership opportunities
- ✓ UAE valid driving license

**Hobbies:**

- ✓ Cricket
- ✓ Chess
- ✓ Music
- ✓ Reading Books

**Technical Skills:**

- ✓ Operating system: Windows 7, Windows 8
- ✓ Packages : M S Office, Tally ERP 9, Excel, Replica sistemi, Oracle JD Edwards

**Academic Credential**

Course	Year of completion	Board/University

SSLC	2009 - 2010	Kerala State Board
HSE	2011-2012	All Saints Collage (NIOS)

## **WORK EXPERIENCE:**

### **Accountant at JC Nylons Pvt Ltd (July 2013-May 2014-1 Year)**

- Invoice and Billing
- Maintaining inbound outbound records
- Inventory control
- audit inventory and asset once in 3 months
- communication with customer and payment collection

### **Store Assistant at Abu Farhan Garments LLC (June 2014-Aug 2016- 2 Year 2 Months)**

- Handling daily inbound outbound operations
- Maintain inventory physically and system
- Prepare daily dispatch material as per demand
- Maintain all the warehouse related documents and tracker
- Stock count on daily basis

### **Storekeeper at Rainbow LED LLC (Sept 2016-Oct 2018- 2 Year 1 Months)**

- Maintain receipts, records, and withdrawals of stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties
- Inspect deliveries for damage or discrepancies, report those to accounting for reimbursements and record keeping

### **Team Leader at National Food Products Company (Sept 2019 – Oct 2022)**

- Organizing work
- Communicating goals
- Connecting work to context
- Delegating tasks
- Leading by example
- Allocating and managing resources
- Problem solving
- Managing project progress
- Reporting progress to stakeholders
- Coaching to improve team member skill sets
- Motivating team members to accomplish their goals
- Nurturing team member strengths and identifying areas for improvement
- Representing and advocating for team needs

**Site Supervisor at Qatar Energy (Feb 2023 – Oct 2023)**

- Managing workflow.
- Training new hires.
- Creating and managing team schedules.
- Reporting to HR and senior management.
- Evaluating performance and providing feedback.
- Identifying and applying career advancement opportunities.
- Helping to resolve employee issues and disputes.

**Operation Supervisor at Total Expertise (Jan 2024 – Present)**

- Managing project progress
- Coaching to improve team member skill sets
- Motivating team members to accomplish their goals
- Maintain receipts, records, and withdrawals of stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties
- Inspect deliveries for damage or discrepancies, report those to accounting for reimbursements and record keeping
- Create purchase order and ordering from suppliers
- Reporting to HR and senior management.
- Training new hires.

**Declaration**

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

**Place: Abu Dhabi**

**AMEER K B**

**Date:**