

## CURRICULUM VITAE

### MOHAMMAD ARIF

**DWC** (Dubai World Centre)

**DOB:-** 27/12/1993

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A multi-skilled, hardworking with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can give a significant contribution.

#### SUMMARY

1 years and 6 month of experience in warehousing environment.

#### CAREER HISTORY

##### **Retail Logistics LLC (Sharaf Group), Jebel Ali, Free Zone, JAFZA**

Working as part of a team in a busy warehouse, under the guidance and supervision of a warehouse manager or supervisor. Involved in moving stock around system wise and carrying out all orders effectively.

➤ **Warehouse Assistant – January 2022 to  
till now.**

➤ **Duties:-**

- Able to follow all warehouse safety instructions
- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Packaging and labelling products before they are dispatched.
- Assist in Stock Counts and Value Added Activities
- Picking and packing operation through **JDA**.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Loading and unloading Lorries, vans and other vehicles.
- Labelling goods that have arrived at the warehouse.
- Ensuring a clean and safe workhouse for staff to work in.
- Storing stock away safely.
- Signing off and replenishing stock.
- Verified and maintained records on incoming and outgoing shipments
- Moving items through the warehouse from receipt to dispatch to customers.

## PERSONAL EXPERIENCE

### Competencies:

- Have excellent numeracy, literacy and organizational skills.
- Delivering excellent customer service to clients who visit the warehouse.
- Physically fit and able to lift and move heavy packages and objects.
- Ability to follow processes and procedure accurately.
- Can use a RF gun.
- Strong problem solving skills.
- A comprehensive understanding of safety procedures.
- Minimizing stock loss.
- Meeting tight deadlines.

## PERSONAL EXPERIENCE

- A good team player.
- Willing to work overtime at short notice.
- Able to work shifts.
- Have a meticulous and efficient work ethic.
- Attention to details.

- 10<sup>th</sup> class passed from Utter Pradesh Board (India)
- 12<sup>th</sup> Class passed from Utter Pradesh Board (India)
- Graduation From Delhi University

## PERSONAL DETAILS

Name	:	Mohammad Arif
Sex	:	Male
Nationality	:	Indian
Date of birth	:	27-December-1993
Marital Status	:	Unmarried
Passport No	:	S 9168533
Visa status	:	Employment visa (DWC)

## Language Known

English, Hindi, Urdu,

## DECLARATION

The data I have sent to you by written above about myself is absolutely correct. I sure you that I will not give you any chance to complain about the work

**Mohammad Arif.**