

CURRICULUM VITAE



MOHAMMED ABDUL SATTAR

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Career Objective

To Work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career.

Academic Qualification

- ❖ SSC, from St. Marks Boys Town High School at Jahanuma, Hyderabad.
- ❖ Intermediate from Anwar ul Uloom Junior College, Hyderabad.
- ❖ Degree (B.Sc) IMBC from Osmania University, Hyderabad.

Technical Qualification

- ❖ Ms Office from Talent Education Society.
- ❖ Accounting Packages (Tally, Wings, Focus, Peach Tree).
- ❖ Oracle, ERP Business Suite.
- ❖ Advance Diploma in Excel from N.G.C.C Institute.

Professional Experience

- ❖ Worked as a Store Keeper in Tiffany Foods LTD (Sharjah) since 09th Dec 2013 to 03 Jan 2016

Job Profile:

- ✓ Assign staff for all inbound and outbound process.

- ✓ Collects daily stocks settlement report and bills of inbound and monitors their physical stocks against system stock.
- ✓ Receiving material from suppliers as per SOP.
- ✓ Receiving move orders from production and processing.
- ✓ Arranging all packing materials for manufacturing requirements from warehouse.
- ✓ Transacting all issued materials to production.
- ✓ Coordinate with production manager and operation for daily production planning.

❖ Worked as Wave Admin Support in LOGIX AL Shaya Group (from Blue Ribbon) Dubai UAE from 25.07.2019 to 17.12.2020.

Job Profile:

- ✓ Preparing accurate attendance of casual staffs of morning and night shift department wise and sending to wave department and to our company Blue Ribbon.
- ✓ Coordinating with LOGIX and Blue Ribbon team.
- ✓ Maintaining weekly and monthly attendance report of casual staffs.
- ✓ Preparing shift change schedule plan of casual staff every month by coordinating with different department of LOGIX warehouse and sending to manager.
- ✓ For attendance confirmation visiting each and every department of warehouse.
- ✓ Ensuring that every casual is working in safety rules and regulation.
- ✓ Coordinating with E-com team of LOGIX.

Strengths

- ❖ Work with positive attitude to contribute the healthy functioning of the organization.
- ❖ Self-Confident, dedicated, determination, and great patience.
- ❖ Analysing every angle of a project before working on it.
- ❖ Willingness to learn.
- ❖ Adaptability to change environment.

Personal Details

- Father Name : Mohd Abdul Samad Zaffar
- Date of Birth : 27th Dec 1981
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Islam
- Languages Known : English, Urdu, Hindi.

Passport Details

- Passport No : P0541369
- Date of issue : 04th April 2016
- Date of Expiry : 03rd April 2026

Declaration

I hereby declare that the above information is true to the best of my knowledge and belief.

Mohammed Abdul Sattar