

# Curriculum Vitae

Mohammed Mahboob Elahi Choudhury

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**Passport no:** U9552578  
**Date of issue:** 28/06/2021  
**Date of expiry:** 27/06/2031  
**Visa Status:** Visit Visa  
**Address:** Bur Dubai (UAE)  
**Nationality:** Indian



**UAE Driving License (Manual)**  
**Expiry Date 12/04/2027**

## **PERSONAL SUMMARY**

A multi-skilled, hardworking and efficient Store controller / Warehouse supervisor with a proven track record of ensuring the smooth functioning and running of all store / 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 make a significant contribution.

## **CAREER HISTORY**

- ❖ **Worked with “PROTECH DEVELOPER” as a Store Controller.**  
**From May 2020 to Feb 2025 - Assam (INDIA)**

### **Duties / Job Role**

- Receiving and inspecting incoming shipments against purchase orders, verifying quantities and condition, and reporting any discrepancies.
- Fulfilling material requests, accurately picking and packing items for dispatch, and ensuring proper documentation.
- Organizing and storing materials in designated areas, ensuring proper placement and efficient space utilization.
- Conducting regular stock counts, reconciling physical stock with records, and identifying and addressing any discrepancies.
- Implementing stock rotation procedures (e.g., FIFO) to ensure the oldest stock is used first.
- Maintaining accurate records of all inventory movements, including receipts, issues, and adjustments.
- Ensuring a neat, clean, and organized storage space, including regular cleaning.
- Implementing and adhering to safety protocols, maintaining fire safety equipment, and ensuring proper storage of hazardous materials.
- Generating reports on inventory levels, stock movements, and other relevant data.
- May supervise other store personnel, such as store assistants or helpers.

❖ **Worked with “Abdul Jaleel Al Saadi Trading LLC” (Building Material Supplier - Brand – (HENZA) as a Warehouse supervisor.  
From Sept 2015 to Dec 2019 - Dubai (UAE)**

**Duties / Job Role**

- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Preparing invoices for the LPO.
- Sending quotation for product.
- Attending calls from companies & trader & replying E-mail.
- Making sure that all inventory processes are completed on the same day.
- Welcoming and helping clients who visit the warehouse.
- Contacting transport companies and coordinating dispatch and delivery with them.
- Preparing deliveries for the van drivers.
- Moving and organizing stock.
- Ensuring a clean and safe workhouse for staff to work in.
- Storing stock away safely.
- Removing hazardous products from the warehouse.
- Signing off and replenishing stock.
- Monitoring stock levels.
- Moving items through the warehouse from receipt to dispatch to customers.
- Accurately updating all data into computer and manual recording systems.

❖ **Worked with “MG Design & Construction” as a Site Supervisor.  
From Jun 2012 to Oct 2014 – Assam (INDIA)**

**Duties / Job Role**

- Completes construction projects by planning, organizing, and controlling projects; completing quality inspections; supervising sub-contractors and staff.
- Manages sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures.

**Competencies**

- Have excellent numeracy, literacy, and organizational skills.
- Physically fit and able to lift and move packages and objects.
- Having Knowledge of Excel & MS-Office and other specialist stock tracking software.
- Strong problem solving skills.

**Other Knowledge**

MS – Office (MS – Word, MS – Excel)  
Outlook 2016.

**Academic Qualification**

Graduate (Bachelor’s Degree) on Arts

**LANGUAGES KNOWN** : English, Hindi and Bengali.

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

**Date :**  
**Place :** Dubai (UAE)

**[Md. M EChoudhury]**