

SHAIKH AZAZHUSSAIN



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☎ +919099657816

📍 Burjuman Dubai

SKILLS

Basic Knowledge of Computers like Ms Word ,
Excel, Power point Etc

PERSONAL DETAILS

Date of Birth : 01/June/1994

Marital : Married
Status

Nationality : INDIAN

Religion : Muslim

Passport : U87402829

Gender : Male

Hobbies : Cricket, Reading News Paper,
Travelling

LANGUAGES

English Hindi Gujarati

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Data Entry cum Admin
MGVCI

April 2023 - Till now

Prepare, compile, and sort documents for data entry.

Verify and log the data input by ensuring its accuracy and completeness.

Transfer information from paper to digital formats using a range of transcription tools.

Perform high-volume data entry using word processing, spreadsheets, databases, and other computer software.

Verify data integrity by cross-referencing original source documents and correcting discrepancies.

Provides administrative support to ensure efficient office operations.

Maintains physical and digital filing systems.

Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.

Store Keeper

Dec 2021 - Feb 2023

Alembic Pharmaceutical pvt ltd

Ensure the reception, storage, dispatch and daily management of the stock of products marketed by the company.

Ensure the conformity of products received and delivered.

Ensure the management of inventories: control of the rotation of goods, verification of their availability, procurement from suppliers, tidying, cleaning, inventory.

Keep a record of sales and restock.

Maintain an automated supply inventory database.

EDUCATION

Bsc Chemistry

2020

Sardar Patel University

Pass

12th Hsc

Marc 2014

Gujarat Higher Secondary Board

Pass

10th Ssc

March 2012

Gujarat Secondary Board

Pass

VISA STATUS

Visit Visa Valid Till 25th Janaury 2025