



## THOUFEEQUE S MOIDEEN

**Mobile:-**052-1056140

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**STORE KEEPER / DOCUMENT CONTROLLER**

### TECHNICAL QUALIFICATION

Document controller cum store keeper with valid driving license

### Driving License Details

- LICENSE NO : 197316
- DATE OF ISSUE: 15-03-2017
- DATE OF EXPIRY: 14-03-2027
- PLACE OF ISSUE: FUJAIRAH

### PASSPORT DETAILS

- PASSPORT NO: N1587315
- DATE OF ISSUE: 12-08-2015
- DATE OF EXPIRY: 11-08-2025
- PLACE OF ISSUE: KOZHIKODE

### PERSONAL PROFILE

- Name : THOUFEEQUE
- DOB : 13/03/1992
- Religion : Islam
- Marital Status: single

### LANGUAGES

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM

### OBJECTIVE:

Efficient Document controller with 5 years' experience Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering.

### EXPERIENCE:

**Al Manar Plastic trading**, Fujairah  
**Document controller**, 2017 - 2022

- ❖ Maintain receipts, records, and withdrawals of the stockroom
- ❖ Receive, unload, and shelve supplies
- ❖ Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- ❖ Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- ❖ Rotate stock and coordinate the disposal of surpluses
- ❖ Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- ❖ Set up, copy, scan and store documents.
- ❖ Create templates.
- ❖ Manage requests for documentation.
- ❖ File documents in physical and digital records and ensure appropriate storage.

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

**Place: Al Fujairah City, UAE 801**