

CURRICULUM- VITAE

SHEIKH ADNAM MUJAWAR

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CAREER OBJECTIVE

To work in a Harmonious Environment with a progressive organization, and to deliver the best of my knowledge and experience for the given opportunity.

EDUCATIONAL QUALIFICATION

S.S.C	<ul style="list-style-type: none">From Mount Mary's High school, Goa with Second Class in 2007.
H.S.S.C	<ul style="list-style-type: none">From Mount Mary's Higher Secondary School, Goa with Second Class in 2009.
GRADUATION	<ul style="list-style-type: none">Bcom from Rosary College of Commerce and Arts, Goa (affiliated to Goa University) with First class in 2012.

WORK EXPERIENCE

2013 – 2016	Worked in ALLCARGO GLOBAL LOGISTIC COMPANY LTD As a Warehouse Assistant for 2 years.
WORK DONE	<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none">✓ Taking In-charge of Inbound and outbound of materials.✓ Supervision of work.✓ During the absence of operation manager taking a in-charge of whole operations.✓ Store keeper.✓ Weekly stock checking and inventory handling.✓ Making BM Report, Invoice listing, Making VP Report and checking daily requirements.✓ Issues handling regarding warehouse✓ Despatching of materials.

2013	Worked in a FOREIGN EXCHANGE (WESTORN UNION MONEY TRANSFER) for 1 months as an Account assistant .
WORK DONE	<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ✓ Handling of accounts. ✓ Transfer of money and handling important phone calls etc. ✓ Handling of bills.
	<p>2016/ TILL DATE</p> <p>Currently working in IFB (INDIAN FINE BLANKS) for 8 years and 8 months As a STORE INCHARGE..</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ✓ Ensuring high levels of customers satisfaction ✓ Handle complaints from customers ✓ Inventory control ✓ Maintaining store harmony ✓ Providing customer services ✓ Maintaining inventories (MSL) ✓ Monitor inventory level and orders. ✓ Records management ✓ Store appearance and maintenance ✓ Additional store duties as needed ✓ Design and arranging in store displays. ✓ Developing store strategies ✓ Check for damage /shortage and prepare report ✓ Stock- taking ✓ Team leadership ✓ Maintaining the sales environment ✓ Receive unload, and supplies materials ✓ Physical verification of stock/monthly/weekly ✓ Keeping eye on fast moving items. <p>WORK DONE</p>

ACADEMIC PROJECTS

BCOM	During the Bachelor of Commerce , I have undertaken a Group Project on the topic “Problems and prospects of pickle manufacturing companies in South Goa”
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ADDITIONAL SKILLS

COMPUTING	<ul style="list-style-type: none">✓ Diploma in information technology (DIT)✓ Warehouse Management Software (WMS)✓ Systems Application And Products (S.A.P)
LANGUAGES	English, Hindi and Konkani

PERSONAL DETAILS

DATE OF BIRTH	15 TH NOVEMBER 1991
MARTIAL STATUS	SINGLE
NATIONALITY	INDIAN
STRENGTHS	HARDWORKING & COORDINATING
OTHER INTEREST	LISTENING TO SOFT MUSIC & BADMINTON

ADNAM MUJAWAR

