

# 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

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

## WORK EXPERIENCE

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

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

## ACADEMIC PROJECTS

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

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

## PERSONAL DETAILS

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

**ADNAM MUJAWAR**

