



NOORUL FAYAS

Warehouse Assistant

Contact

✉ noorulfayas10@gmail.com

☎ +971566220214

📍 Deira, Dubai, UAE

Hard Skill

- Windows 10 & 11
- MS-Office
- Documentation
- Data Entry
- Troubleshooting
- Adobe photoshop

Soft Skill

- Time Management
- Problem Solving
- Team Work
- Communication
- Willingness to learn
- Multitasking

Personal Details

Name : N.Noorul Fayas

Gender : Male

Nationality : Indian

Date of birth : 04/07/2002

Passport no : W6681849

Marital status: Single

Visa Status : 12/04/2024

Language : English & Tamil

Objective

Looking for an opportunity to work with creativity in a highly challenging organization, to obtain a position as an employee at company through my ability to learn quickly on the job.

Work Experience

Smart Work Consultants

Aug 2022 - Sep 2023

Chennai, Tamil Nadu, India

Warehouse Assistant

Key responsibilities:

- Proper coordination & communication with the unit team members for smooth & transparent supply chain operations.
- Maintain all inward & outward registers in Excel.
- Managing the physical loading, unloading, and identification and preservation of the stores.
- Periodic physical stock verification of the stores.
- Daily/Monthly stock reports being sent to customers.
- Stock reconciliation to be done with customers.
- Prepare and update all required paperwork on regular basis and ensure accuracy in all inventory records and resolve issues if any.

Education

● Bachelor of Commerce

Jamal Mohamed College of Arts and science (Trichy)

2019 - 2022

● Higher Secondary Certificate

Manba ul-ula Higher Secondary School (koothanallur)

2017 - 2019