



# MOHAMED ISMAIL

## CONTACT

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🎂 01.08.1984

## OBJECTIVE

As a professional with 15 years of experience in stores, I wish to make a successful career in this field with my ability, willpower, self confidence and sincere devotion.

## TECHNICAL SKILLS

- MS Office - Word, Excel, Outlook
- SAGE Accounting Software
- Data Entry
- Well versed with the usage of Internet, E-mail.

## PERSONAL SKILLS

- Product Knowledge
- Collaboration
- Problem Solving
- Flexibility
- Hard Working
- Punctual in work
- Good Documentation skills
- Inventory Control.

## ADDITIONAL INFORMATION

✓ FATHER'S NAME: Mohamed Ibrahim.  
GENDER: Male.  
RELIGION: Muslim.  
NATIONALITY: Indian.  
MARITAL STATUS: Married.  
LANGUAGES KNOWN: English, Tamil, Malayalam.

## DECLARATION

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

## EXPERIENCE

### 📍 ALMULLA CO.L.L.C - DUBAI

STORE KEEPER

March 2008 -  
March 2023

#### DUTIES AND RESPONSIBILITIES:

- Goods receiving, checking, preparing purchase order entry(GRN) and posting to the company system.
- Maintaining records and inventory of all outgoing and incoming goods and monitoring stocks availability.
- Checking the inventory list and dispatching the items from the store which are not available in the showroom.
- Analyzing the showroom variances thoroughly and rechecking the same through proper recounting.
- Coordinating with the supervisor regarding issuing and receiving of the goods.
- Sending invoices of goods received from vendor and forwarding it to Accounts department for payment.
- Comparing information on invoices and shipping notices to goods received or issued to verify accuracy of order.

### 📍 NOOR METALS & HARDWARES - CHENNAI

STORE KEEPER

JANUARY 2005 -  
FEBRUARY 2007

#### DUTIES & RESPONSIBILITIES:

- Maintaining receipts, records and withdrawals of the stockroom.
- Preparing and packing items based on sales order.
- Receiving and scanning goods and checking against orders.
- Moving goods around a store.

### 📍 AYESHA PLASTIC INDUSTRIES - CHENNAI

CO-ORDINATOR

MARCH 2001 -  
NOVEMBER 2004

#### DUTIES & RESPONSIBILITIES:

- Checking the quality and quantity of materials.
- Arranging shipments of materials and supplying the orders.
- Checking freight after labelling to ensure product is labeled correctly.
- Maintaining files and records.

## EDUCATION

### 📍 University of Madras

Bachelor of Corporate Secretaryship (BCS)

2001-2004

### 📍 Islamiah Matriculation Higher Secondary School

XII/Higher Secondary Course Certificate

1999-2001

### 📍 Islamiah Matriculation Higher Secondary School

X/Secondary School Leaving Certificate

1998-1999

## VISA STATUS

### 📍 Visit Visa

Valid Until: 20-10-2024