

# MUHAMMED SHAFEEQ

## Storekeeper- Receiving Department

[muhdshafeeq7628@gmail.com](mailto:muhdshafeeq7628@gmail.com)

+971562631981

RAK, UAE



### SOFTWARES

- MS Office- Word, Excel
- Tally
- SAP

### LANGUAGES

- English Business Fluent
- Hindi Business Fluent
- Tamil Business Fluent
- Malayalam Native

### SKILLS

- Collaborative
- Multi-tasking
- Decisive thinker
- Discrete and ethical
- Leading capacity

### PERSONAL INFORMATION

DOB 25 FEB 1998

Nationality Indian

Marital Status Married

Passport No T4490253

Visa Status Employment Visa

### WORK EXPERIENCE

#### Storekeeper - Lulu Group International

- Ras Al Khaimah, UAE

(Since 2021)

- Ensure proper receiving, unpacking, and stocking of materials at the proper locations.
- Knowledge of purchase procedures.
- Preparing store requests, purchase orders, recording appropriate data in the system and generate reports when required.
- Monitoring stock level for all items and maintain constant availability of fast-moving items.
- Communicate with other departments and end users on matters related to material request and issuance on daily basis.
- Responsible for all operations and movement in the store.
- Conduct inventory counts periodically and report differences.
- Maintaining all related files and records.
- Arranging for year-end stock count and preparing inventory stock report.
- Ensure the implementation of purchase and store policies and procedure.
- Observe the QHSE regulations of the company.

#### Clerical Accountant & Billing - Am Honda (Authorized Honda Dealer)

- Malappuram, Kerala, India

Jul 2019 to Nov 2020

- Maintaining statutory books of accounts, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- Warehouse & storage management.
- Coordinating and following up with banks and suppliers for all transactions.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Maintaining Purchase & Sales including Stock Register.
- Overseeing monthly and end of year stock taking.
- Maintain Purchase Order Processing system.

#### Assistant accountant – (Noufal associates)

Malappuram, Kerala, India

Dec 2018 to Jun2019

- Entering and checking daily reports of our clients.
- control all creditor's ledger and their payments.
- GST, BRS and payroll management.

### EDUCATION

**B. Com finance** – majlis arts and science collage  
Puramannur, Kerala, India

2015 - 2018

**Higher secondary** – MMPS  
Karinganadu, Kerala, India

2014 - 2015

**SSLC** – PTMYHSS  
Edappalam, Kerala, India

2013

### Declaration

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: Ras Al Khaimah

MUHAMMED SHAFEEQ