



Mohamed Mukther

Post: Applying for any
Suitable

CONTACT

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Hor Al Anz -Dubai

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EDUCATION

Government Higher Secondary
School. S.S.L.C

Thirukkalachery, Tamil Nadu, India

2011 – 2012

AREA OF INTEREST

Hotel Industry
Office Boy
Store Keeper
Sale assistant
Security Guard
Supermarket

LANGUAGES

- ✓ English
- ✓ Tamil

OBJECTIVE

Seeking a position to utilize my skills and abilities in the technology field that offer security and professional growth to meet personal and organizational goals.

PERSONAL SKILLS

- Optimistic and challenging person with good leadership qualities
- Smart team player and potential leader
- Ability to work in a team with minimal supervision
- Flexible

EXPERIENCE PROFESSIONNELLE

ALAMAN TRADING JOHOR BARU IN MALAYSIA

Apr. 2018- Feb.2021

Cashier Cum Store Keeper

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

ROYAL ASCOT HOTEL IN DUBAI

May. 2015 - Jul.2016

Room Boy

- Enters and prepares the room for cleaning Makes bed.
- Dusts the room and furniture.
- Replenishes guestroom and bath supplies.
- Vacuums and racks the carpet.
- Checks and secures the rooms.
- Ensure security of guest rooms and privacy of guests
- Perform rotation cleaning duties (e.g. steam clean carpets, spring cleaning, super cleaning etc.) as required
- Responsible for replenishment of guest complimentary water.
- Responsible for the cleanliness and maintenance of his work area.

Jun. 2014 - Apr.2015

PERSONAL DETAILS

Date of Birth: 16-09-1995

Gender: Male

Marital Status: Single

Nationality: Indian

Religion: Muslim

Passport Number: M4085269

Visa Status : Visit Visa

Security Guard

- Monitor and authorize entrance of vehicles or people in the property
- Secure all exits, doors and windows after end of operations
- Respond to alarms by investigating and assessing the situation
- Submit reports of daily surveillance activity and important occurrences
- Watch alarm systems or video cameras and operate detecting/emergency equipment

UPDATER SERVICES (P) LTD IN CHENNAI

Sept. 2013 - May.2014

Office Boy

- Monitoring the use of equipment and supplies within the office.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- Make sure the office premise is clean.

THE RAYMOND SHOWROOM IN KARAIKAL

Jan. 2012 - May.2013

Sales Man

- Greet customers as they arrive at the store and provide them with information about products and services
- Respond to customers' complaints and resolve their issues
- Take payment in exchange of items sold
- Enter transactions in the cash register and provide customers with the total bill
- Resolve customer complaints in a proactive manner
- Treat each customer as if he or she was the most important person on the planet
- Understanding the customer's point of view
- Responding quickly to their requests
- Understand the mindset of a customer

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

MOHAMED MUKTHER.J