

# CURRICULUM VITAE



## **Muhammad Naeem Ullah**

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Date of Birth - 02-Feb-1989

Nationality - Pakistan

Religion - Islam

Marital Status - Married

Visa Status - Company Visa

Visa Expiry - April -2024

Passport # - CC2744963

Passport Expiry :-

17-Nov-2024

Availability - Immediately

### AREAS OF INTEREST:

- \* Logistic Department
- \* Store In charge
- \* Administration
- \* Account's

### LANGUAGES:

- \* English
- \* Urdu
- \* Pashto

### VALUES AND INTERESTS:

- \* Interested in hard work, Reading, Sports & Computer.

## **CAREER OBJECTIVE:**

I would like to take up a challenging position in the organization where my skills, creativity, positive attitude, and responsibility will be utilized. This will allow me to significantly contribute to your mission as well as develop my career having **07** year's UAE experience.

## **PROFESSIONAL EXPERIENCE:**

Company : Best Food Company, Dubai UAE

Designation : **Comp. Operator in Chocolate Factory Retail**

Location : Dubai , UAE

Duration : Mar 2022 till date.

**Using Oracle software**



Company : Tornado Group of Companies, Abu Dhabi, UAE

Designation : **Storekeeper (MEP)**

Location : Dubai , UAE

Duration : Jan 2019 to Nov 2021

**Using MS Office**



Company : Takaful Emarat Insurance, UAE

Designation : **Administrative Assistant**

Location : Dubai , UAE

Duration : Oct 2017 to Dec 2018

**Using Sales Force Software**



Company : Heights Contracting LLC & SKM Cargo Transport Dubai, UAE

Designation : **Administrative Assistant.**

Location : Dubai , UAE

Duration : Jul 2015 to Sep 2017

**Using MS Office/Peatch Tree**



## **Key Responsibilities as a Computer Operator:**

### **Reporting to Production & Account's Manager.**

- ✚ Receiving new demand order (PDO) in system, approve & send to PRD Department.
- ✚ Preparing daily a production report (PRD Slip).
- ✚ Making sales Transfer Notes (STN)
- ✚ Making Conching paper (Move Transaction Report)
- ✚ Preparing the materials shortage & pending order reports.
- ✚ Preparing Inter Organization Transfer Note / Make conversion.
- ✚ Cancel the job at the end of the month for non-produced items.
- ✚ Coordination with the purchase & store department for delivery of goods.
- ✚ Making Trails Formulation and creating the real code.
- ✚ Formulation Updating as wastages, pricing, code addition & deletion,
- ✚ Creating new codes for Raw materials, Packing materials,
- ✚ Making stock adjustment NAD & PAD
- ✚ Making local GRN & invoicing for the same.
- ✚ Updating monthly timesheets of all employees and sending them to HR.
- ✚ Handling all kinds of staff requirement e.g., medical, visa renewal, passport, uniform.

## **Key Responsibilities as a STOREKEEPER:**

### **Reported to Senior Store Manager.**

- ✚ Responsible for all stock activities including receiving deliveries, coordinate- ting stock, documenting transactions and maintaining records.

\* Sincerity,  
Creativity, ethic  
Values and quality.

\* Responsible, Dedicated  
proactive, independent  
creative, Resourceful, Open  
minded, expressive.

**SKILLS:**

\*Communication (written &  
verbally)

\* Teamwork

\* Decision making

\*Attention to detail

\*Time Management

\*Willing to learn

\*Store Management

\*Stock Control

\*Daily Operation

\*Comfortable with multi-  
tasking environment and  
work under pressure.

\*Ability to take independent  
initiative and work as a  
team on tight deadlines.

\*Honest, polite, responsible,  
creative, innovative, smart,  
diligent person who is  
mentally and physically  
prepared for long shifts.

\*Having good leadership,  
high quality attitude and  
interpersonal skill.

- ✚ Controlling all the storage activities with an accurate monitoring (material in/out)
- ✚ Monitoring the Quantities of available stock
- ✚ Report on a weekly basis on the exact quantity available in the store.
- ✚ Maintaining stock levels by receiving items well in time.
- ✚ Checking physical stock to ensure agreement with record.
- ✚ Inform immediately when materials requested are no more available.
- ✚ Maintain receipts, records, and withdrawals of the store.
- ✚ Follow up with the supplier for the delivery.
- ✚ Compile the records of the supplies.
- ✚ Making MTO (Material transfer order).
- ✚ Disseminate the supply in its designated areas.
- ✚ Securing the status of each supply.
- ✚ Checking possible damages or scratches
- ✚ Receives and inspects all incoming materials and purchase orders, process and distribute documentation with purchase orders.

**Key Responsibilities as an Administrative Assistant.**

**Reported to Admin. Manager.**

- ✚ Responsible for providing an efficient and professional administrative & clerical service to colleagues, managers & supervisors to facilitate the efficient operation of the office.
- ✚ Contributes to team effort by accomplishing related results as needed using.
- ✚ Follow up with clients to arrange the full documents, enter in system to start the process of health card.
- ✚ Inform the clients to provide the missing documents on time, if required.
- ✚ Making changes / updated in the health card, e.g., addition & deletion.
- ✚ Inform the clients by email or call to collect the cards, once ready.
- ✚ Inform the clients to renew the policy before the expiry, continuously follow up with the concern person, until to renew the policy,
- ✚ Input document data into the standard registers ensuring that the information is accurate and up to date.
- ✚ Forwarding the invoices to the Client's accounts department.
- ✚ Verifies accuracy of data and data processing of accounting related information.
- ✚ Also ensure that all supporting documents are in place and as per company policy.
- ✚ Ensuring office procedures and systems operate efficiently.
- ✚ Circulating documents via post and email.
- ✚ Scanning and copying contracts, notes, and other documents.
- ✚ Opening, dating, copying, and circulating incoming post.

**EDUCATIONA:**

Qualification	Session	Institute Name
Master's in commerce (Accounts)	Jan, 2013	AWKUM , KPK, Pakistan
Bachelor of Commerce (Accounts)	Mar, 2010	University of Peshawar, Pak
Diploma in Information Technology DIT	Jan, 2011	BTE, Peshawar, Pakistan
F.Sc (Pre-Engineering)	Aug, 2007	BISE, KPK, Pakistan
Secondary School Certificate	June, 2005	BISE, , KPK, Pakistan

**COMPUTER PROFICIENCY:**

- ✚ MS Office Suite/ Window 10/8/7/XP/
- ✚ Oracle Software
- ✚ Sales Force Software
- ✚ Peachtree Software