

CURRICULUM VITAE



MAAZBINUMAR

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OBJECTIVE:

Seeking a challenging position that will utilize acquired experience and commitment to excellent and at the same time to part of a company that could further enhance my skills while working in a challenging environment and eventually contribute to the overall welling of the firm.

PERSONAL DETAILS:-

Name	:MAAZBIN UMAR
FatherName	:QAZIMUHAMMAD UMAR
Nationality	:Indian
Date of Birth	:20/10/1992
Gender	:Male
Religion	:Muslim
Marital Status	: Married
PassportNo.	:N6570926

LANGUAGES KNOWN:-

- ❖ Urdu,English,Hindi,Panjabi&and fair knowledge of Arabic.

EDUCATIONAL QUALIFICATION

- ❖ Graduation

COMPUTER KNOWLEDGE

- ❖ Excellent knowledge of computer.
- ❖ Excellent Knowledge of Microsoft Excel and Office Word.
- ❖ Excellent Knowledge of Talabat Portal.

WORK EXPERIENCE:-

ACCOUNTANT ASSISTANT with GLOBAL LINK DECOR in Abu Dhabi UAE.

- ❖ Completed data entry tasks with accuracy and efficiency.
- ❖ Scanned documents and saved in database to keep records of essential organizational information.
- ❖ Verified data files prior to entry to maintain high data accuracy.
- ❖ Maintained files, records and chronologies of entry activities.
- ❖ Compiled and verified accuracy and sorting information to prepare source data for computer entry.
- ❖ Sent completed entries for evaluation and final approval.

- ❖ Produced monthly reports with advanced Excel spreadsheet functions.
- ❖ Evaluated sourced documents to locate needed information.
- ❖ Corrected data entry errors to prevent duplication or data degradation.
- ❖ Organized, sorted, and checked input data against original documents.
- ❖ Sorted documents and maintained organized filing process.
- ❖ Verified accuracy of data entered into system to produce error-free reports.
- ❖ Communicated with supervisors and colleagues to process data quickly and resolved discrepancies.
- ❖ Created and maintained data entry log to track data entry activities.
- ❖ Collated and organized data entry documents into filing systems for easy access.
- ❖ Developed and maintained databases to store customer information.

STOREKEEPER and INVENTORY CONTROLLER in TRANSE MIRATES LIVESTOCK TRADING CO. L.L.C.

- Cleaned and maintained warehouse in compliance with all safety standards.
- Prepared orders for shipment by picking, packing, and labeling merchandise.
- Placed incoming inventory in optimal storage location to promote continued accuracy and easy retrieval.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Participated in training and development opportunities to provide workers with knowledge and skills to work productively.
- Received and processed incoming stock to keep inventory levels accurate and up-to-date.
- Assisting with returns and exchange to restore customer confidence and prevent loss of business.
- Loaded and unloaded delivery trucks promptly for further distribution.
- Update all the inventory reports and send it to the manager at the end of the day.
- Checking the quality of the item twice in a day.

Assistant Store Supervisor in DELIVERY HERO STORES DBL.L.C. (TALABAT) from JUNE 2021 to DECEMBER 2023

- Completed daily tasks accurately and on-time to support shop needs
- Maximized safety and production levels by frequently cleaning and organizing work areas.
- Checked incoming orders and organized new stock.
- Organized shelves to remove slow moving items and add new merchandise.
- Knowledge of proper bookkeeping and inventory management.
- Familiarity with standard concepts and best practices in a stock room or warehouse environment.
- Analytical mind with ability to make accurate mathematical computations.
- Excellent written and verbal communications skills.
- Competencies in data entry, analysis, and management.
- Keen attention to detail and ability to effectively manage time.
- Knowledge of Talabat portal, Inventory management, Shopper etc.
- Knowledge of Rooster.
- Able to do proper checking of quality of fresh items like fruits and vegetables.
- Familiar with all of the items available in the store.
- Able to handle the shift and able to guide the staff.
- Good knowledge of the shelf life of the items and the expiry checking.
- Perform regular segment cycle counts and weekly inventory audit to maintain accurate stock and records.
- Rotated grocery products ensuring that expired or spoiled items were immediately removed and adheres to FIFO.
- Stayed current on available product, store promotions and customer service policies to better shopper.

PERSONAL SKILL:-

- ☐ Knowledge of proper bookkeeping and inventory management
- ☐ Familiarity with standard concepts and best practices in a stockroom or warehouse environment Analytical mind
- ☐ with ability to make accurate mathematical computations
- ☐ Excellent written and verbal communication skills
- ☐ Competencies in data entry, analysis, and management
- ☐ Keen attention to detail and ability to effectively manage time Ability
- ☐ to safely and legally operate a forklift
- ☐ 2+ years of experience in storekeeping, inventory control, or record keeping. Knowledge of
- ☐ Talabat portal, Inventory management, Shopper etc.
- ☐ Knowledge of Rooster.
- ☐ Able to do proper checking of quality of fresh items like fruits and vegetables. Familiar with
- ☐ all of the items available in the store.
- ☐ Able to handle the shift and to guide the staff.
- ☐ Good knowledge of the shelf life of the items and the expiry checking
- ☐ Perform regular segment cycle counts and weekly inventory audit to maintain accurate stock and records. Rotated
- ☐ grocery products ensuring that expired or spoiled items were immediately removed and adhere to FIFO
- ☐ Stayed current on available product, store promotions and customer service policies to better shopper.

DECLARATION

Thereby declare that the above mentioned statements are Correct & true to the best of my knowledge and belief.