



MUJBIR JUMAN

Receiver

Looking for an opportunity to Associate with a progressive organization to utilize my skills and knowledge according to the trends and dynamically works towards the growth of the organization.



mujbirjumanpk@gmail.com



567420540



Dubai, UAE

SKILLS

Communication skill

Time management

Problem solving

Logistics

Shipping

Quick learner

SAP

Inventory Management

Multitasking

Tally

Presentation skill

Administration

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Arabic

Limited Working Proficiency

INTERESTS

Cooking

Football

Travel

WORK EXPERIENCE

Receiver

Nesto Group

06/2021 - Present

Dubai, UAE

Achievements/Tasks

- Receiving stock through PDT, Receive and count stock items, recording data using computer.
- Receive s goods as per purchase order. Tallying invoice and purchase order, make sure quality quantity and expire , Ensure delivery vehicle temperature before receiving .
- Inventory control and maintain store. Receiving and signing for invoice and Updating inventory with received items.
- In term of inventory control maintain accurate records of stock and count the stock periodically.
- Manage vendor and suppliers and oversee invoice and billing and administration.

Store keeper

Lulu Group

09/2019 - 05/2021

Kerala, India

Achievements/Tasks

- Scan product and verify quantity physically inspect condition of goods expiry and barcode, check damage are collect return goods, manage vendor.
- Store maintain neat and clean and stacking should be FEFO method. Report safety hazards, quality and production issues.
- Highly value product have to be receive carefully and also hand over the goods concern staff same time of receiving.
- Verify all invoices for accuracy involving cost.Contact supplier and resolve any shipping issues.

Management Trainee

Taj Hotel

10/2017 - 10/2018

Karnataka, India

Achievements/Tasks

- Registration of guests and assigning rooms Maintain an inventory of reservation, vacancies and room assignments.Responsible for maintaining the hygiene and appearance of the hotel
- Answer questions regarding the hotel services, explaining menu items and specials, and offering personal attentive treatment.
- Preparing meal ingredients, which includes seasoning of different meats as well as washing, peeling, and chopping vegetables and fruits.

EDUCATION

Foundation of Travel and Tourism

IATA

07/2018 - 07/2019

Calicut, India

BSC Hospitality Management

Calicut University

06/2015 - 06/2018

Calicut, Kerala, India