

CURRICULUM VITAE



PAKKIR MYDEEN

Mob No : **052-8894921**

Email : 001pakkir@gmail.com

Visa Status : **Cancellation**

Objective

To secure a challenging and responsible position in one of the corporate class organizations to apply my skills & experience and to be part of success of the organization.

Educational Qualification

University of Bharathidasan
B.com (Bachelor of Commerce)
June 2010 – May2013

Duties and Responsibilities

- Prepare Tax Invoice, Local Purchase Order and Quotation.
- Monitoring warehouse stock In and Out & Dispatching FIFO, LIFO and back to back format.
- Warehouse stocks maintenance arranging shelving, palletizing & code creation.
- Receiving 20 feet and 40 feet container goods and verifying packing list.
- Material arrangement, delivery as per Site wise & Customer wise (offline and online)
- Maintaining records and generating of Delivery Note, GRN & Sales Return.
- Coordinating with operation Team and sales Team.
- Reporting monthly wise Stock status and cycle counting.
- Reporting stock shortage, damage & date of expiry.
- Handling purchase with comparative quotation and Maintain budget costing sheet.
- Sample collect from vendor.
- Supporting Testing and Erection team site working progress.
- Monitoring Test equipment & Erection Tools daily movements.
- Handling equipment rental, equipment calibration & repair works.
- Maintaining Petty Cash.
- Handling mobile forklift.
- Coordinate with vehicle drivers for material delivery.

Working Experience

- ❖ **SAS Building Materials and Trading LLC Dubai**
Store in Charge Dec 2021 – Present
- ❖ **The Date Room Trading LLC Dubai**
Store in Charge cum Accounts Assistant Apr 2021 –Nov 2021
- ❖ **Winstar Electro Mechanical LLC Dubai**
Store in Charge cum Accounts Assistant Mar 2019 – Apr 2021
- ❖ **Aathira Sdn Bhd Brunei Darussalam**
Assistant Accountant Apr 2017 - May 2018

Technical Skills

- ❖ MS Office (word, excel, PowerPoint)
- ❖ Beams, ERP Software
- ❖ Inventory management
- ❖ Procurement management

Personal Information

Date of Birth	:	01-11-1991
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known's	:	English, Tamil, Hindi
Passport no	:	S2807083
Place of issue	:	Tiruchirappalli
Date of issue	:	14-06-2018
Date of expiry	:	13-06-2028

Declartion

I hereby declare that above statements are true to the best of my knowledge & belief.

Thanks & Regards,
(PAKKIR MYDEEN)