

MD YOUNUS MIAH

Dubai, United Arab Emirates

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PROFESSIONAL SUMMARY

Experience Store Incharge, Time keeper, Document controller admin and Supervisor with 12 years of Construction Company. I have excellent organization skills and ability to work hard and learn quickly together with a strong professional background with an aptitude for creative problem solving and analysis with attention to details excellent team skills and strong communication abilities.

SKILL SUMMARY

- Staff Management
- Records Maintenance
- Inventory tracking and storage
- Order management
- Warehouse Logistics
- Shipping and receiving
- Staff supervision
- Order picking and processing
- Administrative support
- Employee timesheet processing
- Document conversion
- Office administration
- Social media knowledge
- Priority management
- Team Building
- Operating System windows 7,10
- Home • .MS Office

PROFESSIONAL EXPERIENCE

Storekeeper and Time keeper 2008 – 2013 (Al Hungary and Shisha Hotel Project Makkah)

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- Received, merchandised and arranged all shop items for visual display.
 - Assisted customers by answering questions and suggesting merchandise.
 - Documented shipping and receiving records to confirm receipt of orders.
 - Kept sales receipts and maintained accounting records.
 - Resolved of purchase order variances by following up with vendors on overdue purchase orders.
 - Oversaw warehouse staff by providing instructions and leading daily activities.
 - Monitored merchandise on shelves and in storage using inventory control system.
 - Ordered goods from various vendors to maintain store merchandise levels.
 - Received product shipments and organized in stockroom storage area.
 - Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
- Main Ware House Manager – Jeddah 2014-2015**

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- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Met environmentally controlled warehouse operational needs through smooth staffing and resource allocation.
- Trained new staff on job duties, company policies and safety procedures for rapid on boarding.

- Developed criteria, application instructions, procedural manuals, and contracts for federal and state public transportation programs.
- Conducted research to address shipping errors and packaging mistakes.
- Handled day-to-day shipping and receiving overseeing to project.
- Improved delivery plans with strong scheduling knowledge, organizational skills and route development expertise.
- Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.

Documents Controller 2015- 2018 KAFD 110 Project, Riyadh City

Specialized Contracting Company Saudi Arabia

- Maintained clean reception area to promote positive, professional environment for clients.
- Organized logistics and materials for each meeting, arranged spaces and took detailed notes for later dissemination to key stakeholders.
- Assisted coworkers and staff members with special tasks on daily basis.
- Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.
- Managed phone and email correspondence and handled incoming and outgoing mail and faxes.
- Conducted invoicing and investigated accounts receivables discrepancies.
- Completed forms, reports, logs and records to quickly handle all documentation for human resources.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.

Supervisor 2018 -2020 Specialized Contracting Company Saudi Arabia

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Directed staff and managed annual capital budget.
- Supported safety officer to enforce regulations, laws and established policies throughout operational stages.
- Developed training, task and process guidelines and communicated clear and concise directions to employees.
- Monitored workshop work flow for over 50 employees.
- Maintained compliance with company policies, objectives and communication goals.
- Conducted routine inspections of incoming materials to check quality and compliance with established product specifications.

Admin, Abu Dhabi, United Arab Emirates (2021 to 2022) Tawasul Transport L.L.C

- Monitored and directed incoming and outgoing trainee and prepared list.
- Addressed questions and managed communications with patients and insurance agents.
- Prepared detailed documents and reports in adherence administrative processes.
- Monitored front areas so that questions could be promptly addressed.
- Provided backup to front desk to step in to assist with various tasks whenever employee was absent or at lunch.
- Improved office operations by automating client correspondence, record tracking and data communications.

EDUCATION

- Secondary School Certificate
- Higher Secondary Certificate
- Bachelor of Commerce,

LANGUAGE:

- English
- Arabic
- Hindi
- Urdu
- Native Language Bengali **Personal Information**

- Name : Md Younus Miah
- Fathers Name : Md. Abdul Khaleque
- Date of Birth : 20-12-1982
- Sex : Male
- Marital status : Married
- Nationality : Bangladeshi
- Passport Number: A00139799
- Visa Status : Own Visa , Emirates ID, NOC

Curriculum vitae declaration

I hereby certify that the information given in my curriculum Vitae is correct and complete to the best of my knowledge

Md. Younus Miah