

## Curriculum Vitae

Name : Sajid Husain  
Permanent Address : Street-Jhojhiyaan,Town-Barhapur,Tehsil-Nagina,District-Bijnor,  
U.P.(India) Pin Code 246724  
Mobile : +971588756104 +91 7505120688  
E-Mail : [sajidhusain0@gmail.com](mailto:sajidhusain0@gmail.com)

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### Objective

- To obtain a position as a Store Keeper which would allow me to contribute by presenting
- Personalized quality solution and quality leadership to entire team.

### Skills

- Knowledge of Shipment Documents and Electronic Document Management System.
- Scanning, Printing, Binding, Filing, Typing and Photocopying.
- Knowledge of goods or materials.
- Skill in appropriate use of goods and materials in storeroom, warehouse laydown area.
- Excellent knowledge in MS- Word, MS- Excel, MS- PowerPoint.
- Google, Aconex.
- Internet, Data Entry.
- Tally 4.5, 5.4, 6.3 & Auto Cad.
- Staff Supervision.
- Report Preparation.
- Detail Oriented.
- Team Player.
- Quick Learner.
- Strong analytical skills and ability to solve problems independently by working on complex issues and decisions.
- Excellent written and verbal communication skills.
- Excellent written reporting skills.
- Strong interpersonal and communication skills.
- Problem solving by paying attention the details.
- Ability to perform under pressure & set priorities.
- Team working adapting & Multi-Tasking.

### Educational Qualification:

- September 2002 : NCC (NATIONAL CADET CORPS) "B" Certificate from Bareilly under the Authority of Ministry of Defense, Government of India.
- March 2005 : Bachelor of Commerce from Hemwati Nandan Bahuguna Garhwal University (Srinagar) Uttaranchal.
- Soft Skills : Auto Cad 2013 & 2014, HRMS, Task Management and Aconex from Dubai.

Tally 4.5, 5.4 & 6.3, MS Word, MS Excel, MS Power Point from Delhi (India).

- February 2011 : ISO 9001: 2008 Awareness Training from Raj Learning Institute.
- October 2016 : ISO 9001: 2015 Awareness Training from HSEQ Management Services.

**Work Experience:**

- From 8 Oct, 2020 to Till Date: in M/S Nitcon Construction Company-India as a Material Controller.
- From 8 Aug, 2019 to 27 March 2020: in M/S You and Advertising LLC-Dubai as a Material Controller.
- From 16 Jul, 2009 to 04 Apr 2019: in M/S Thomas Bennett Signs-Dubai as a Material Controller.
- From May, 2006 to November, 2008: in M/S National Hardware Store-India as a Store Keeper.

**Personal Details:**

- Date of Birth : 02.10.1983
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Language Known : Hindi, English & Urdu
- Passport No. : P0064591
- Date of Issue : 24.04.2016
- Date of Expiry : 23.04.2026
- Passport Issued : Dubai

**Declaration:**

I hereby declare that all the above information are true and correct best of my knowledge and belief.

**(SAJID HUSAIN)**