

SHAHZAD ISLAM

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Dubai-UAE



POST: STORE KEEPER

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where and encourage and permitted to be an active participant s well vital contribute on development of the company.

WORKING EXPERIENCE

TRANSGUARD GROUP LLC

Presently working as a **Transport General Over Heads** since May 2024 to till date in Dubai-UAE

International beverage & Filling Industries (Star Juice),(Star CSD), (Star Natural Water)

Global Food Industries LLC (Al Areesh Frozen Food), (Arctic GoldFrozen Food), (Al Ameer Frozen Food)

Worked as **Storekeeper cum Cashier** in Alain, Abu Dhabi UAE for the period of 12years.

KEY SKILLS

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Receive, store and issue supplies and equipment for the day to day work operations.
- Work closely with purchasing department, ensure cleanliness of all work areas, keeping storage and receiving areas clean and tidy at all times.
- Presentation of store and advertising displays.
- Ordering, receiving, price changes, handling damaged products, and returns.

EDUCATIONAL BACKGROUND

- ▷ Completed SSC Level from GHS School
- ▷ PC Doctor, DATA entry
- ▷ MS Office, Windows & Software Installation
- ▷ SAP (System Application Product)

PERSONAL INFORMATION

Full Name	:	SHAHZAD ISLAM NOOR
Date of Birth	:	05/01/1994
Nationality	:	Pakistan
Gender	:	Male
Religion	:	Muslim
Marital Status	:	Married
Languages Known	:	English, Hindi, Urdu, Pashto

DRIVING LICENSE DETAILS

License No	:	2543662
Date of Issue	:	14-01-2020
Date of Expire	:	28-12-2026

CONCLUSION & DECLARATION

I hereby declare that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.

SHAHZAD ISLAM