

Curriculum vitae

Muhamad Shareef K.M

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CAREER OBJECTIVE:

To be an expert in my area of work with a Passion for challenges and innovation. Seeking a role where I will be able to apply my skills and work experience to make a difference in achieving the organizational goals.

EDUCATIONAL QUALIFICATION:

- I.T.I (D/Civil) NCVT.
- HSC Board of Kerala.

AREA OF INTEREST:

- Supervision.
- Administration.
- Logistics handling.
- Messenger.
- Purchase management.
- Assisting project management team.

ADDRESS : Kallepadath House
P.O: Pazhambalacode
Palakkad
Pin: 678544
KERALA, INDIA

Father's Name: Moosakutty K.P

Mother's Name: Nabeesa

Born: 02-06-1990

Nationality: Indian

Gender: Male

Language known:

- English
- Malayalam
- Hindi
- Tamil

Marital Status: Single

PERSONAL TRAITS :

- *Desirous of achievement.*
- *Work under pressure.*
- *Integrity.*
- *Hardworking, ready to go for an extra mile.*
- *Positive attitude.*
- *Willing to explore new skills.*

KEY SKILLS:

- *Preparing & full filling of construction site requirements.*
- *Ability to handle the labours working under the firm.*
- *Can be make good communication skills between co workers.*
- *Preparation of machinery maintenance schedule.*
- *Maintaining petty cash book.*
- *Preparing sales invoices, Receipt vouchers & other Clerical jobs.*
- *Payments follow up.*
- *Preparation logistics delivery schedule.*
- *Keeping & recording of store records.*
- *Willing to associates with various infrastructure projects.*
- *Having valid LMV driving licence of India & UAE.*

COMPUTER KNOWLEDGE :

- *Polosys.*

- M.S: Word, Excel, Power point.
- Internet surfing
- Basic knowledge of Auto cad

WORK EXPERIENCE :

- Since 2022 working with M/s **PSR Supermarket Kerala, as Store admin.**
- Worked With M/s **Privile food products & distributors, Kerala as project coordinator.**
- Worked With M/s **AI Safa road contracting LLC, UAE as machinery maintenance coordinator.**
- Worked With M/s **Kapex Supermarkets , Kerala as project coordinator.**
- Worked With M/s **AI Isha food stuff UAE, as store in charge & sales person.**
- Worked With M/s **Sathyadas & Associates, Kerala as site Incharge.**
- Worked with M/s **Professional couriers, Kerala as logistic co-ordinator.**

ADDITIONAL REFERENCE :

- Passport Number – K3056857
- Driving licence number – 49/384/2010 India
- Driving Licence number – 3488883 UAE

DECLARATION:

I do hereby declare that all above mentioned details are true and correct to the best of my knowledge and belief.

Muhamad Shareef K.M

