

RESUME

SHEIK MASTHAN MYDEEN KATHER MYDEEN

Receiver/Storekeeper

Email-ID : sheikmasthan04@gmail.com
: sheik.mydeen@unioncoop.ae

Phone : 0589674469 / 0565612637

Current Address : Union Coop Male Staff Accommodation,
Muhaisnah -2, Dubai - UAE.



CAREER SUMMARY

5 Year of experience in Store Receiving and 3 Year of experience in Office Assistant. Currently associated with Union Coop (UAE) as a Receiver [2019 – Present] Associated with GULF ENERGY COMPANY OF KUWAIT as a Office Assistant [2015-2018].

WORK EXPERIENCE

➤ RECEIVER (STORE KEEPER) (June 2019 - Present)

UNION CO-OP HYPERMARKETS - Dubai, UAE.

ROLES & RESPONSIBILITY :

- ✓ Receive shipments, check for damages and sort stock for distribution in the store
- ✓ Keep record of invoices sent and received
- ✓ Fill orders by taking items from the warehouse and prepare them for delivery
- ✓ Monitor shelves and fill them in when needed
- ✓ Keep up with the movement of merchandise in the store and warehouse
- ✓ Read planograms and set up store displays or rearrange merchandise according to them to maximize sales
- ✓ Place orders with suppliers when inventory is low and also order packing and shipping supplies when needed
- ✓ Contact supplier and resolve any shipping issues
- ✓ Daily dispatch details (In & Out) reporting to finance
- ✓ Maintaining store stock level
- ✓ Work Schedule planning for Store Staff

➤ OFFICE ASSISTANT (Jan 2015 - Feb 2018)

GULF ENERGY COMPANY OF KUWAIT - Kuwait.

ROLES & RESPONSIBILITY :

- ✓ Overseeing clerical tasks, such as sorting and sending email
- ✓ Keeping an inventory of office supplies and ordering new material as needed
- ✓ Maintaining files and dealing with other administrative support tasks
- ✓ Welcoming visitors to your office
- ✓ Answering phone calls
- ✓ Taking & Delivering messages
- ✓ Ensuring the office run smoothly
- ✓ Scheduling meeting and sending meeting invites to attendees
- ✓ Writing memo and report letters

SOFTWARE SKILLS

- MS Office 2010
- JDE Oracle - Beginner

LANGUAGE KNOWN

- Arabic
- Hindi
- English
- Malayalam
- Tamil

EDUCATION

- ☐ **Diploma in Automobile**
SCAD Collage of Engineering and Technology
Year Passed - 2008
- ☐ **Diploma in Computer Application**
CSC computer course center
Year passed - 2010
- ☐ **Secondary School Leaving Certificate**
Muslim Committee High School
Year passed - 2006

PERASONAL DETAILS

- ❖ **Father Name** : KATHER MYDEEN
- ❖ **Date of Birth** : 24/04/1991
- ❖ **Gender** : Male
- ❖ **Marital Status** : Married
- ❖ **Passport No** : S8541942
- ❖ **Expiry Date** : 11/02/2029
- ❖ **VISA Type** : Employment Visa
- ❖ **Valid until** : 07/07/2025
- ❖ **Employer** : Union Co-Operative Society.
- ❖ **Nationality** : Indian

DECLATAION

I hereby declare the all the details furnished above are true to the best of my knowledge and belief.

Date :

Place : Dubai

SHEIK MASTHAN MYDEEN