

CURRICULUM VITAE

MOHAMED SIDDIQ

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Career Objective:

I look to associate myself with a challenging and rewarding position that suits my ability, skills, and energy in an organization, where there is an opportunity to Share, Contribute and upgrade my knowledge for the development of self and organization served.

Professional Experience:

AL Aujan & Oasis L.L.C: (Rani Soft Drinks) Dubai, UAE.

Position: Asst Merchandiser Cum Delivery Assistant Duration:

From, January 2016 to August 2023



Job Responsibility:

- Process and monitor delivery and return invoices accurately.
- Report to warehouse and store about the stock release, stock return, and new arrivals.
- Maintain and monitor stock levels and product expiry with movements.
- Assist in developing merchandiser ideas for business growth based on industry trends, market analysis, and competitor markets.
- Identify and resolve merchandising, purchase orders, and production issues in a timely fashion.
- Coordinate with merchandisers to develop seasonal products.
- Any Correspondence received from the branch will be forwarded to the Head Office.
- To collect cheques and cash informed and delivered to the concerned Bank Branch
- Make sure to check with all day-to-day work properly.
- To support the helper in shipping products to the vehicle.

Abdulla Al Suwaidi General Trading, Dubai UAE

Position: Assistant Merchandiser Cum Delivery Assistant

Duration: October 2013 to November 2015

Job Responsibility:

- Process and monitor delivery and return invoices accurately.
- Report to warehouse and store about stock release, stock return, and new arrivals.
- Maintain and monitor stock levels and product expiry with movements.
- Assist in developing merchandiser ideas for business growth based on industry trends, market analysis, and competitor markets.
- Identify and resolve merchandising, purchase orders, and production issues in a timely fashion.
- Coordinate with merchandisers to develop seasonal products.
- Any Correspondence received from the branch will be forwarded to the Head Office.
- To collect cheques and cash informed and delivered to the concerned Bank Branch
- Make sure to check with all day-to- day work properly.
- To support the helper in shipping products to the vehicle.

Al Sahwa General Trading & Contracting Co, Kuwait

Position: Office Boy & Store Helper

Duration: September 2003 – April 2013 (10 Years)

Job Responsibility:

- Any Correspondence received from the branch will be forwarded to the Head Office.
- Make sure to check with all day-to-day work properly.
- The accounts Department makes the check, informs, and delivers it to the concerned Bank Branch
- Handled all banking banking-related work.
- Preparing for invoice & packing list.
- Handling the Material in & a n d out of transactions.
- Preparing Stock maintenance on a daily basis.
Physical checking stock in & and out.
- Audit to invoice number total weight and total pieces. Resolve stock discrepancies.
- Creating new inventory codes.

Professional / Personal Strengths and Skills:

- ❖ Ability to organize, coordinate, implement, and control work-related activities.
- ❖ Adaptability – Capable of adapting to new environments and grasping work quickly.
- ❖ Having a pleasing personality and very good interpersonal skills.
- ❖ Energetic, dedicated, self-motivated, and a thorough approach to work.
- ❖ Capable of working on own initiative.

Personal Details:

- ❖ Father's Name : Anwar Batcha
- ❖ Date of Birth : 28-11-1983
- ❖ Nationality : Indian
- ❖ Languages Known : Arabic, English, Hindi, Tamil, Malayalam
- ❖ Passport No : V2034486
- ❖ Passport Valid : 06/11/2031
- ❖ Visa Status (Visit) : 01/04/2024

Declaration:

I declare that the above-furnished information provided is true to the best of my knowledge.

Place: UAE

MOHAMED SIDDIQ