

MOHAMED THOUFIC

Mobile No.: +971 563400899

Current Location: Dubai

Email ID: mdthoufic2110@gmail.com



PERSONAL SUMMARY

Professional and detail-oriented Store Keeper with a positive attitude and great work ethics. Proven ability to work independently in the usual office environment, even without direct supervision. Dedicated and enthusiastic to work on daily office operations as required.

JOB EXPERIENCE

Employer : Makkah Hyper Market, at Tamil Nadu India

Years : 10/2021 to 09/2023 (Store Keeper & Cashier)

JOB RESPONSIBILITIES

- Receive, pull stock, store, and maintain warehouse inventory
- Responsible for the issuance of materials and supplies to all departments in the organization.
- Keeping stock of office supplies and placing orders as necessary
- Responsible for stock control and housekeeping operations of cargo items
- Managing phone calls and directing them to designated person as necessary
- Support in record-keeping and other Excel tasks
- Maintaining office documents and files and updating them in a timely manner

EDUCATION

B.B.A (Bachelor of Business Administration)

Mohamed Sathak College of Arts & Science - Madras University, India

(From 2018 - 2021)

PERSONAL DETAILS

Nationality	:	Indian
Father's Name	:	Mohamed Thyub
Date of Birth	:	30-11-2000
Marital status	:	Single
Languages known	:	English and Tamil

I hereby certify that all the information mentioned above is true and correct to the best of my ability.