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LOCATION: DUBAI



## THOUFIK MOHAMED JAFARULLAH

### EDUCATION

MANBA UL ULLA HR SEC SCHOOL

(SSLC & HSC)

ANNAI COLLEGE OF ARTS &  
SCIENCE

(Affiliated to the  
Bharathidasan University)

2019 Graduated with 7.5  
GPA

BCA (BACHELOR OF COMPUTER APPLICATION)

### OBJECTIVE

∞To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

∞Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

∞Seeking an entry-level position to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

∞A highly organized and hard-working individual looking for a responsible position to gain practical experience.

∞To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

### TECHNICAL SKILLS

- Packages-MS Office
- Designing-Photoshop
- Operating system-  
Windows xp, Windows 8&10
- Software-Java, .Net

### LANGUAGE

- ➔ TAMIL
- ➔ ENGLISH
- ➔ HINDI

### PERSONAL DETAILS

- DATE OF BIRTH: JULY 17 2000
- GENDER: MALE
- NATIONALITY: INDIA
- PASSPORT NO: T6092929
- DATE OF EXPIRY: JUNE 05 2029
- VISA STATUS: Resident Visa

### EXPERIENCE

COMPANY: *Omega Healthcare Management Services (TAMIL NADU, INDIA.)*



Designation: **Data entry**

Experience: **Experience at 2018 to 2019**

COMPANY: *S.S.L Consolidation Services L.L.C (Jebel Ali Free Zone)*



*DUBAI, UAE*

Designation: **Data Entry Clerk (SYSTEM OPERATOR)**

Experience: **Experience at 2021 to Current**

## **JOB PROFILE**

### **Exports & Imports Responsibilities:**

- Planning and supervising of import/export shipments.
- Receiving export sales orders and distributing for picking and planning for loading.
- Excellent understanding of warehouse operations with ability to improve the process and techniques.
- Plan and establish transportation, work schedules, assignments and allocated resources to meet operations and production goals.
- Processes customer and sales documents in the system or recruiting incomplete documents to the supervisor for corrections.
- Efficiently performed multiple tasks throughout the warehouse facility.
- To track all aspects of failure deliveries including creation, submission, parts tracking and analysis results.
- Provided completed reports and booking orders emailed final documents to upper management and warehouse team.
- Follow up and coordinate with third party logistics for request orders and in-out reports
- Preparing loading summary to store for dispatched stocks

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## **COMPUTER SKILLS**

- ✓ Familiar with Microsoft Navision and Windows Operating System.
- ✓ Familiar with Warehouse Management System
- ✓ Familiar with MS Office and use of Internet and other packages.
- ✓ Tally ERP 9, Familiar with other Computerized Accounting Software

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## **PERSONAL COMPETENCIES**

- ✓ Ability to work in a fast-paced environment to set deadlines
  - ✓ Good Communication Skill and Presentation Skill
  - ✓ Excellent customer facing and communication skills
  - ✓ Strong motivational and leadership skills
  - ✓ Highly motivated and eager to learn new things.
  - ✓ Friendly with an good attitude
  - ✓ Ambitious, hardworking and committed to excellence
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## DECLARATION

- ★ I assure your Excellency that information given above is true to the best of my knowledge and belief. If provided opportunity, I will utilize with all determination to be a committed professional dedicated to the Organization

(THOUFIK M)