

CURRICULAM VITAE



HAMZA MATHOOR

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CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skills, possessing competent Technical skills. Seeking a position to utilize my skills and abilities that offers growth while being resourceful, innovative and flexible with committed and self-motivated approaches.

PERSONAL DETAILS:

Passport number : U 4198110

DOB : 28-03-1990

Languages known : English, Hindi, Arabic, Malayalam & Tamil

Nationality : Indian

License number : 1078498 - License expiry : 05-06-2029

Visit visa : 27/09/2024

EDUCATIONAL QUALIFICATION:

SSLC, Pre Degree from Kerala State Board

TRAINING ATTENDED:

- ☐ Fire & safety Training
- ☐ Basic Knowledge of computer application
- ☐ JD Edwards Training for the material updates & Delivery notes, Item Transferring

SKILLS & STRENGTHS:

- ☐ Quick learner with good analytical and problem-solving skills.
- ☐ An optimistic character with good communication skills to maintain effective working relationships.
- ☐ Ability to lead & Work efficiently in a team environment.
- ☐ Able to operate a forklift while loading or unloading.
- ☐ Detailed knowledge of Fiberglass Raw Materials
- ☐ Detailed knowledge of the Company's Products and Raw Material specifications
- ☐ A self-disciplined, friendly person having the power of initiative nature.

CAREER HISTORY

**Worked as Storekeeper in Inter Pipe Factory (ISO-9001, ISO 14001 & OSHAS 18001 Certified)
Manufacturer & Supply of GRP, GRE & HDPE pipes & Fittings.
Al Ain, Abu Dhabi-UAE since March 2011 to May 2015**

Job Descriptions & Responsibilities:

- ☐ Receive materials into the warehouse stock and issue parts to departments
- ☐ Forward approved requisitions to the purchase department
- ☐ Maintain accurate records of received and outstanding requisitions; track the progress of Purchase Orders.
- ☐ Expedite the materials & equipments required (Purchase Orders) to meet both Project & operational requirements
- ☐ Maintain adequate stock levels of Raw materials, equipment spares and consumables so as to facilitate the continuous operation of the factory
- ☐ Perform cyclical inventory of stock and maintain the physical inventory in the warehouse.
- ☐ Check for discrepancies & shortage in materials received against delivery notes and outward manifest and issue Procurement Incident Report for incorrect items.
- ☐ Assist department heads in establishing a realistic minimum/maximum warehouse stock of all items.
- ☐ Ensure all hazardous and non-hazardous wastes are correctly labeled and packaged prior to shipment ashore
- ☐ Carry out assigned duties in a safe manner according to Company policies and procedures.
- ☐ Actively participate in the weekly meetings, Quality Improvement Plan program, and all other Company safety management system
- ☐ Report any incidents, potential hazards or abnormal situations to supervisor and other department heads

Job Tasks:

- ☐ All Receipt/Issue & Inspection of materials in stores along with proper formalities & Documentations.
- ☐ Receiving of Materials, Daily basis Receipt, issued & balance maintain to be system
- ☐ To Issue and Deliver Materials to Various Units, Departments and Individuals
- ☐ To Manage Inventory Control System
- ☐ To Supervise Store Personal and Monitor their Activities
- ☐ To Implement Quality Management System for store, Preservation, Dispatch and Delivery
- ☐ Checking the Email, Receiving / Sending for the Company Purpose
- ☐ Attend the morning meeting with head departments and discuss the daily operations to preparation for all parts and raw materials require.
- ☐ Cleaning and housekeeping for warehouse office and warehouse area
- ☐ Review the mail and answer the messages. Filling paper work in files
- ☐ Check all of new requisitions made by head of departments and forward all to the Plant manager
- ☐ Check records of received and outstanding requisitions. Track and chase the progress of Purchase Orders
- ☐ Maintain adequate stock levels of Raw materials and consumables so as to facilitate the continuous operation of the factory
- ☐ Print and check physically the cyclical inventory report of stock and maintain the physical inventory in the warehouse

Working as Driver cum Marine Technician in AL YOUSUF MOTORS L.L.C AUTHORIZED SERVICE CENTRE OF CHEVROLET, DAIHATSU, YAMAHA, DAEWOO, SUZUKI etc. U.A.E from April 2016 – Nov 2021

Job Tasks:

- ☐ Installation of outboard engines
- ☐ Trouble shooting using Yamaha diagnosis system (YDIS)
- ☐ Communicate with the customers and solve the problems.
- ☐ Done commissioning of new boats.
- ☐ Conduct periodical services.
- ☐ Recommends; implements; and evaluates new automotive products and maintenance procedures.

- ☐ Implementations of new maintenance technique like proactive & predictive maintenance.
- ☐ To deliver exceptional customer service by exceeding customer expectations.
- ☐ To ensure that the communication flow is accurate and timely in-between the customer and workshop.
- ☐ To provide initial diagnoses of vehicle faults and accurately invoice for all work completed.
- ☐ To up-sell additional services and products to customers increasing the profitability of the service center.

**Working as AL MASAOOD AUTO MOBAILS WAREHOUS NISSAN RENOLT UD TRUK
UAE FROM from JANUARY 2022- JUN 2024**

Job Descriptions & Responsibilities:

- ☐ Working as part of the sales team to develop both new and existing markets.
- ☐ Planning and organizing the day to ensure all opportunities are maximized.
- ☐ Liaising with customers & the dealer network to answer and resolve their queries.
- ☐ Pick & drop all staffs from the destination to clinic.
- ☐ Submit the Bill and delivery note and receive the fee (cheque/cash) from the client Submit daily records with supporting files.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Place :

Yours Truly,
HamzaMathoor