

Abdul Razak Mohamed Ihsan

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CAREER OBJECTIVE

I am seeking employment succeed in a simulating and challenging environment, building the success of the company while i experience advancement opportunities.

PERSONAL DETAILS

Full Name : Abdul Razak Mohamed Ihsan
Date of Birth : 14/07/1987
Gender : Male Marital
Status : Married
Passport No : N8735309
Nationality : Sri Lanka
Language : English, Tamil & Arabic, Hindi

EDUCATIONAL QUALIFICATIONS

School Attendant: St. John's College Colombo – 10.

- G.C.E O/L examination – 2003
- G.C.E A/L examination – 2005

PROFESSIONAL QUALIFICATIONS

- Successfully studied MS- OFFICE packages at ITI and have good knowledge in using MS- OFFICE packages, Sri Lanka.
- Successfully completed Diploma in Spoken & Grammar in English at Arul Study Circle, Colombo – 13.

PROFESSIONAL QULIFICATION

- Zam Zam City Complex – Hypermarket. Worked as an Operation Assistant
- Worked as a Salesman at Navavi (pvt) Ltd, Majestic City Branch, Colombo – 04 in the year
- Worked as a Sales Assistant at Al – Bandar Trading, Kingdom of Saudi Arabia in the (2012 – 2014 Feb).
- Worked as a Sales Merchandiser at Carrefour (Marina Mall) Abu Dhabi, U.A.E in the year (2014 - 2017).
- Working as a Sales Merchandiser at Spinneys Jebel Ali Village, Dubai, U.A.E.

Responsibilities

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock product (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits purposes.
- Keep a clean and safe working environment.
- Report any discrepancies.
- Communicate and cooperate with supervisors and coworkers.

OTHER QUALIFICATIONS

- Good commanding in English & Arabic.
- Ability in speaking Sinhala and Tamil.
- Well known in operating Computer Systems and other Applications.
- Well known in doing Reconciliation.
- Updating Office details.
- Entering Data.
- Maintaining Bank Issues and Bank Documents.
- Ability in handling a good team as a team leader.

PERSONAL SKILLS AND ABILITIES

- Confidently & prepared to work hard even under difficult conditions.
- Reliable & able to work as a part of a team.
- Open to new ideas, ways of achieving goals.
- Achieving set goals while meeting deadlines.
- Determined to meet challenges with success.

EXTRA CURRICULAR ACTIVITIES

- Successfully completed the training session on fire and safety basic in HM AE ABD on 2014.

RAFEREES

- MANU KANTI
MANAGING DIRECTOR REAL ESTATE
+971 50 414 5687

I would like to inform you that above given information's all true and correct according to your needs.

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A.R.M. Ihsan

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Date