

## **CURRICULUM VITAE**



**M.NOORUL ASLAM**

**Dubai – UAE**

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### **Objective**

To secure a challenging position with a result oriented company that requires an ambitious career-conscious person where acquired skills and education will be utilized towards continued growth and advancement.

### **Strengths**

- Self-motivated, effective communicator and strong interpersonal skills.
- Ability to handle multi-tasks, keen and willing to assume responsibility and an effective team player
- Well organized, committed and result oriented.

### **Personal & Professional Profile**

- Over 1 years of experience in the field of Store & Parts clerk.
- Highly motivated and self-confident with an ability to learn and adopt new technology
- A capable, result-oriented professional with ability to work independently, as well as, as a team member
- Able to work under tremendous pressure and meet deadlines with ease and efficiency
- Participated in all sports at school level and college level and involved in extra-curricular activities like dramatics, painting and singing competitions

### **Professional Experience**

**Duration : Sep 2022 to Nov 2023**  
**Organization : ROYAL ENFIELD Pvt Ltd at Chennai**  
**Designation : Store & Parts clerk /Data Entry**

### **Job Profile**

- Receives and inspects all incoming materials and recheck with purchase Order.
- Answers customer questions about product, prices and availability and helping customers to select product to their needs.
- Prepare weekly report on availability of stocks and materials and place order if anything required.
- Arranging all materials in a proper way in shelves.
- Keep all the documents and do the proper filing .

- Checking possible damages or scratches.

### **Academic Details**

- Diploma in Electrical & Electronics Engineering (**DEEE**) from 2019-2022
- ST Antony Matric Hr sec School (**SSLC**) From 2018-2019

### **Computer Proficiency**

- Knowledge of Windows and MS Office (Word & Excel)
- Well versed with the usage of Internet, E-mail.

### **Personal Details**

**Father name** : Mohamed jamal  
**Date of Birth** : 26/06/2004  
**Religion** : Islam  
**Nationality** : Indian  
**Gender** : Male  
**Languages known** : Tamil , English, Hindi  
**Visa Status** : Visit visa (Up to Feb 5th 2024)  
**Passport No** : W6684562

### **Declaration**

I hereby declare that the above given information is true up to my knowledge and belief.

Your's Truly

M.NOORULASLAM

**Place: Dubai**