CURRICULUM VITAE

M.NOORUL ASLAM Dubai – UAE Mobile No:+971528495787 E-M ail:<u>noorulaslam67@gmail.com</u> Whatsapp-+971528495787



Objective

To secure a challenging position with a result oriented company that requires an ambitious careerconscious 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 ENFIED 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 April 4th 2024)
Passport No	:	W6684 5 62

Declaration

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

Your's Truly

M.NOORULASLAM

Place: Dubai