






# MOHAMMMED SIDDHIK

STOCK CONTROLLER & DOCUMENT  
CONTROLLER

## Contact Information

 Hor al anz, Dubai, UAE  
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 mohammedsiddhik47@gmail.com

## Additional Certifications

## Talents & Skills

- ♦ Warm Personality
- ♦ Sincerity and honesty
- ♦ Detail oriented
- ♦ Customer focused
- ♦ Strong analytical and helping skills
- ♦ Keeping itself calm in the situation of conflict.
- ♦ Remarkable patience and motivational skills



## Career Objective

Adaptable Stock Controller with extensive experience in material handling inspections and shipping and receiving. Strong communication and interpersonal skills with the ability to interact effectively with all levels of staff. Applies a proactive assertive and creative approach to problem solving.



## Academic Background

### ANNA UNIVERSITY

B.E. – Computer science and Engineering– 2011–2015

### STATE BOARD OF TAMILNADU

H.S.C – Higher Secondary Certificate  
Class of 2011



## Career History

### STOCK INVENTORY CONTROLLER

LEADER SPORTS TRADING –DUBAI. MAY 2019 TO  
PRESENT.

- ♦ Collecting and entering data in database and maintaining warehouse in/out data records.
- ♦ Back end office works in oracle software.
- ♦ Approves inventory stock counting and accuracy checks, processes and invoices, and investigates discrepancies and shortages.
- ♦ Create daily reports maintaining to system.
- ♦ Maintain warehouse stock details and maintaining and controlled daily based purchase order.



## Software Skills

- ♦ MS Word
- ♦ oracle ERP
- ♦ MS Excel
- ♦ MS Power Point
- ♦ CC++



## Languages Known

- ♦ English
- ♦ Tamil
- ♦ Malayalam
- ♦ Hindi



## DOCUMENT CONTROLLER

CARS INDIA MARUTHI SUZUKI DEALER  
COMPANY (JUNE2015- JAN2019) INDIA

- ♦ Collecting and entering data in database and maintaining accurate record in company's database.
- ♦ Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- ♦ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- ♦ Maintaining all documents and handling over all accounts departments for review.
- ♦ Generate reports, store completed work in designed locations and perform backup operations.
- ♦ Scan documents and print files when required.
- ♦ Respond to queries for information and access relevant files.
- ♦ Ensure proper use of office equipment and address any malfunction.

## Personal Information

Gender : Male

Date of Birth : 10-05-1994

Nationality : Indian

Religion : Islam

Marital Status : married

Passport No : N6037110

Visa Status : Employee visa