

## **Curriculum Vitae**

ABDUL VASID. K

MOBILE :- +971542480577

PLACE :- **SHARJAH , UAE**

EMAIL ID :- abdulvasid168@gmail.com



## **SUMMARY**

**Seeking an opportunity as a store keeper in an esteemed organisation where i can utilize my skills and enhance learning in the field of work. I am also capable of mastering new skills and technologies.**

- Use MS Office to prepare and edit documents, presentations, and emails for internal and external communication.
- Extracting relevant information from patient records and documents.
- Very organized and able to communicate effectively with people.
- Capabilities to coordinate and kind of programme.
- Analysis & Problem-solving.
- Interpersonal and Leadership Skill.
- MS Excel, MS Word, MS Office

## **ACADEMIC QUALIFICATIONS**

EMT :- (Emergency Medical Technician) (DDU-GKY, Kozhikode) Year of Passing : 2019

Plus Two :- [Science] [GRFTHS & VHSS Bepore, Kozhikode] Year of Passing : 2018

S.S.L.C :- [Umbichy Hajee HSS Chaliyam, Kozhikode] Year of Passing : 2016

## **CORE COMPETENCIES**

- Good communication skills
- Likes taking up responsibilities
- Strong belief in team work and committed
- Workmanship Quick learner
- Pleasing personality

## **EXPERIENCE**

### **Store Keeper at Kottayil Constructions From June 2021 to January 2023**

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Maintaining accurate records of inventory and stock levels.
- Organizing and storing inventory in a way that preserves its quality and accessibility.
- Issuing stock as required for the operation of the business.
- Conducting regular inventories and keeping detailed records of inventory levels and discrepancies.
- Ordering supplies and managing stock levels to prevent overstocking or running out of critical items.
- Ensuring the store is kept clean and organized to maintain a safe and efficient working environment.

## **PERSONAL DETAILS**

---

**DATE OF BIRTH : 21/07/2001**

**SEX : MALE**

**NATIONALITY : INDIAN**

**MARITAL STATUS : SINGLE**

**PASSPORT NO : V4878400**

**VISA STATUS : VISIT VISA**

**LANGUAGE KNOWN : MALAYALAM, ENGLISH, HINDI**

## **DECLARATION**

---

I do hereby Declare that above-Mentioned details are true and Correct to the best of my Knowledge. In the Event, If I am Selected for any Suitable post then I will Discharge my Sincere Duties to the entire Satisfaction of my Supervisors.

---

**ABDUL VASID.K**