

CURRICULUM VITAE

ZAINUL ABEDIN

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OBJECTIVE

Self-motivated. Eager to take up initiatives and seek out new challenges with knowledge and experience in shop receivables and payables by recording, maintaining and performing cash and stocks related tasks among, and prepare assets, liabilities and capital entries as well as timely reporting in the field accounting as well as leading and managing the operational tasks. Adept in attention to detail and exhibit positive attitude in a team as well as leadership.

ORGANIZATIONAL HIGHLIGHTS

- Organization: **SINGH FOOD TRADING LLC, AJMAN Division-UAE**

Designation: **Merchandiser**

Period: Oct 2021 to Sep 2022

- Organization: **MYSMAR GEN TED LLC, AJMAN Division-UAE**

Designation: **STORE KEEPER**

Period: July 2019 to Oct 2021

- Organization: **R.K ENTERPRICES, ANDHERI EAST, MUMBAI**

Designation: **STORE KEEPER**

Period: Dec 2017 to June 2019

EXPERIENCE ACHIVEMENT

- Organizing the shelf.
- Issuing invoices and prepare asset, liability and stocks.
- Tracking orders and deliveries.
- Maintaining stocks & orders.
- Developing, implementing and modifying operation system.
- Spearheading the operation team and assigning tasks.
- Maintaining and generating daily, weekly and monthly performance and reports.

SKILLS

- Basic computer knowledge
- merchandiser
- Leadership Quick learner
- Attention to detail and self-motivated

- Verbal and written communication Merchandiser E-mail

PERSONAL SKILLS

- Excellent leadership qualities and man management skill
- Ability to work independently, effectively, and efficiently
- Fast learner, adapt well to changes and pressures at workplace
- Friendly with a good attitude

QUALIFICATIONS

- JUNE 2011 SSC (UTTAR PRADESH)

PERSONAL INFORMATION

- Nationality : Indian
- Date of Birth : 23/06/1996
- Sex : Male
- Languages : Hindi, English, Urdu
- Marital Status : Unmarried

DRIVING LICENSE (UAE)

holder License number 341295

DECLARATION:

I hereby declare that all the facts mentioned are true to the best of my knowledge.

(ZAINUL ABEDIN)