



CURRICULUM VITAE



PARVEZ AHMED CHANNA

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Dubai, U.A.E

CAREER OBJECTIVE

Im Seeking a position where I can efficiently contribute my knowledge, skills and abilities for the growth of the organization and build my professional career with dedication and hard work.

PERSONAL DETAILS

Nationality : PAKISTAN
Date of birth : 15/02/1988
Languages : English, Hindi, Urdu ,Arabic
Visa status : Cancelled Visa
Marital status : Married
Gender : Male
Passport No : FY4136402
Date of Expiry: 10/11/2024

ACADEMIC QUALIFICATION

BA (Bachelor)2005 to 2007 - Shah Abdul Latif University Pakistan
INTERMEDIATE(12thMedical)2003-2005 - Govt Higher Secondary School Hingorja
MATRIC(10thScience)1998to 2003 - Govt Higher Secondary School Hingorja

WORKING EXPERIENCE

Worked as a store keeper at **CHINA CIVIL ENGINEERING CONSTRUCTION DUBAI**
JUN 2020 to FEB 2022
Worked as a Salesman at **AL RAFFA PLASTIC CONTAINERS TRADING DUBAI**(3 Year)
Worked as a Salesman at **SUNCITY MINI MART L.L.C** in Dubai (2 Year)

KEY SKILLS

- ❖ Good communication skills.
- ❖ Excellent attention to detail.
- ❖ Ability to work independently and work in a team.
- ❖ Has good attendance and punctuality
- ❖ Superior initiative in revenue generation
- ❖ Computer skills , Email, Stock Software

DUTIES & RESPONSIBILITIES

- ❖ Responsible for upkeep of various appropriate records of materials received.
- ❖ Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- ❖ Issued supplies as per the demand of the clients and maintained records of payments.
- ❖ Maintained the budget of all the expenditures incurred and presented same to store managers.
- ❖ Monitored the functioning of store equipment and reported problems and failures to the supervisor.

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief