



MUSTHAK ASLAM

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EDUCATION

Bachelor of Science (ISM)
University of Madras - 2012
India

HSC
Tamil Nadu State Board - 2009
India

Highlights

Technical skills

- System Admin
- Microsoft Windows
- Microsoft Office
- Mail Operation Outlook
- Help Desktop Support

Other skills

- Management
- Administration
- Freight Forwarding
- Document Controlling
- Operation
- Customer Services
- Warehouse Operation
- Assistant Accountant
- Logistics
- Transportation
- Store Keeper
- Front desk officer

Summary

To associate myself with an organization that provides a challenging job and an opportunity to prove innovative skills and diligent work. Seeking a suitable job related to Operation team support, HR Administration, Team Leader & Customer services, clerk, Logistic coordinator and I would like to be an integral part of this esteemed organization, by constantly improving my performance standards through hard work and skills. I am seeking a challenging, dynamic and growth-oriented career, currently looking for a position to contribute extensive industry skills and experience.

EMPLOYMENT HISTORY

Operation Support Assistant,

Emirates post Group

UAE-ABU DHABI, 2019 November-Present

Responsibilities:

- To receive freights and make sure everything's is recorded in the system.
- To arrange the movement of the cargo to its final destination point.
- Prepare the Delivery Note and other documents for the material transportation.
- Tracking and follow the freights with airport and port to receive by end user.
- Track and update the freight & mail details
- Select shipment routes, based on nature of goods shipped, transit times, or security needs.
- Determine efficient and cost-effective methods of moving goods from one location to another.
- Contacting and connecting transportation services to different Rigs.
- Providing daily information in regard to the location of the vehicles, with the help of modern tracking systems
- Keep files and documents organized for companies.
- Maintain file room logs to track the location of files.
- Develop and maintain organized file system.
- Reviewing and updating technical documents
- Overseeing receiving, Mail room, distribution and maintenance operations.
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Maintains file of bus, train, and airline schedules and transfer points, and baggage, express, air, or postal mailing rates.
- Communicate with all rigs

LANGUAGE

- English
- Hindi
- Tami

PERSONAL DETAILS

Date of Birth: 06-01-1991

Passport Number: T3985889

Religion: Islam

Marital Status: Married

Visa Status: Employment & Transferable

License: UAE Driving License (LMV Auto)

Clerk

ADNH Compass (working for ADNOC Drilling)

UAE-ABU DHABI, 2015 December-2019 November

Responsibilities

- Clerk directs and oversees mailroom activities including the sorting and delivery of incoming mail, as well as the preparation and sending of outgoing mail.
- Material Store In charge.
- Material entry exit record keeping
- Ensure to sort every mail coming in and ensure to deliver it to concerned departments.
- Log in entire overnight packages on scanning system and ensure to deliver to apt departments.
- Attain, control as well as record stockroom inventory requisitions.
- Record, process and file all outgoing and incoming mail denials.
- Package, sort, and send outgoing mail
- Track all shipments and deliveries
- Take inventory of mailing supplies
- Report any address issues
- Deliver mail to staff in the building
- Entering data on a compute

Assistant Accountant

NEWCITY JEWELERS

Sri Lanka, 2015 MAY - 2015 November

Responsibilities

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Manage payroll activities and release salaries.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Create daily reports for management and team members.

Administration

New Way Technical & Cleaning Services

UAE-Dubai, 2013 December-2015 February

Responsibilities

- Forming and maintaining employee records.
- Updating databases internally, such as sick and maternity leave.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Communicating with external partners
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken

- Helping with various arrangements internally, from travel to processing expenses
- Updating internal databases with new hire information
- Answer employees queries about HR-related issues
- Time management
- Set up interviews and issue relevant correspondence.
- Processing transfers, promotions, and terminations
- Maintaining the salary Document
- Developing and administering health and safety programs

Logistics coordinator

Ticom

India, Chennai, 2013 January -2013 Oct

Responsibilities

- Coordinating and monitoring supply chain operations Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver)
- Receive and process warehouse stock products (pick, unload, label, store)
- Collect and send invoices to appropriate department • Keep a clean and safe working environment and optimize space utilization
- Communicate and cooperate with manager and co-workers
- Prepare and submit contractor timesheets
- Providing accurate reports to track performance and enable decision making
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Customer Services

Thinksyq Company

India, Chennai, 2012 July-2012 December

Responsibilities

- Resolve customer complaints via phone, email, mail, or social media.
- Utilize computer technology to handle high call volumes.
- Close out or open call records.
- Managing incoming calls and customer service inquiries
- Manage large amounts of incoming calls
- Meet personal/customer service team sales targets and call handling quotas
- Keep records of customer interactions, process customer accounts and file documents.
- Maintains customer records by updating account information
- Market knowledge

DECLARATION: I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Yours Sincerely
Musthak Aslam

