

CURRICULUM VITAE

MOHAMED MUBASHIR C.M

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Dubai- U.A.E



POST APPLIED FOR: STORE KEEPER/RECEIVER/RECEPTIONIST

CAREER OBJECTIVE:-

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction having of fully realized my potentials.

PROFILE:-

- Excellent written & verbal communication skills
- Can work under pressure & meet deadlines.
- Hard working, dynamic and self-motivated
- Excellent problem solving and interpersonal skill.

EDUCATION QUALIFICATION:-

- +2 (Higher Secondary School)
- S.S.L.C

WORKING EXPERIENCE:-

- ❖ 2 Years Working as a Receiver and Data entry in “GRAND HYPERMARKET UNDER REGENCY GROUP OF CORPORATE MANAGEMENT” At DUBAI-U.A.E.

DUTIES & RESPONSIBILITIES:

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

- ❖ **2 Years Working as a Fashion and Life Style (Garments) in “GRAND HYPERMARKET UNDERREGENCY GROUP OF CORPORATE MANAGEMENT” At DUBAI-U.A.E.**

DUTIES & RESPONSIBILITIES:

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

- ❖ **6 Months Worked as a RECEPTIONIST MEDI-CLINIC in KERALA,INDIA..**

DUTIES & RESPONSIBILITIES:

- ✓ Welcoming patients and visitors, answering the telephone and answering any inquiries.
- ✓ Scheduling appointments and keep those appointments on time.
- ✓ Assisting patients with completing necessary forms and documentation. Keeping a clean and calm reception area.

PERSONAL INFORMATION:-

Nationality:	Indian
Gender:	Male
Marital Status:	Single
Date of Birth:	19/10/1999
Language Known:	English, Hindi & Malayalam

PASSPORT DETAILS:-

Passport No	:	R 5032367
Date of Issue	:	16/11/2017
Date of Expiry	:	15/11/2027
Visa Status	:	Employment Visa

DECLARATION:-

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

Place: Dubai, U.A.E

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