

aksharaf33@gmail.com

☎ 0528551434



Damascus Street
Al Qusais 2 - Dubai

Visa Status: Visit

Permanent Address:

THIRUTHALAMMAL HOUSE
VELLALASSERY POST NIT
CAMPUS VIA CALICUT-
KERALA - INDIA PIN: 673 601

Personal Data

Date of Birth : 31-05-1986

Sex : Male

Religion : Islam

Nationality : Indian

Marital status: Married

Height : 173 cm

Weight : 175 kg

Chest : 95/110

Languages Known

English Hindi

Tamil Malayalam

Passport Details

Passport No : P5345300

Date of Issue : 04-01-2017

Date of Expiry : 03-01-2027

Place of Issue : Kozhikode

Indian Driving License

4 wheel L.M.V

No: 57/2980/2012

SHARAFUDHEEN A K

Store in Charge



Objective

To pursue a challenging term career in the field of Construction Business as a 'Store in charge'. I can utilize my skills, innovative ideas & ready to face new challenges.

Responsibilities

- Regular monitoring and analyzing of goods.
- Prepare purchase requisition & issuance form.
- Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received as per purchase order description and specification required.
- Issuing materials and tools need of the workers.
- Weekly procurement delivery report.
- File maintenance and upload for all outgoing/incoming goods.

Professional Experience

3 Years' Experience in Store in Charge

November 2018 to November 2019 – Pavilion General Trading LLC, Dubai.

Position: Store in Charge.

June 2016 to September 2018 – Rahmaniya Vocational Higher Secondary School for Handicapped Kerala.

Position: I T Lab Technical Assistant.

June 2014 to September 2016 – Mubarak Jewellery Ferock, Calicut, Kerala

Position: Store Supervisor

Skills

- ❖ Ability to communicate effectively with co-workers and Managers.
- ❖ Good writing, analytic problem-solving skills.
- ❖ Well versed in Windows and Linux OS.
- ❖ Demonstrated ability to operate standard office equipment including Computer, Fax and Photostat machines.
- ❖ Data Entry speeds up to 90 words per minute.
- ❖ Excellent use of MS Word, MS Excel, MS PowerPoint.
- ❖ Assembling and Trouble shooting of PC and Local Area Network.
- ❖ Five years of experience as a Gym Trainer.

Qualifications

- Graduation in Economics.
- I.T.I - Computer Operator and Programming Assistant.
- Plus Two - Commerce.
- S.S.L.C (Board of Secondary Education, Under the Govt. of Kerala).

DECLARATION

I hereby declare that the above details are true and correct to the best of my knowledge and belief.

Place: Dubai

Date: 25/01/2022

Sharafudheen A K