

NAME : FAIZAL RAHIM

ADDRESS : Ajman, UAE

MOB NO : +971 581312724

E MAIL : faizalpng8@gmail.com



PROFESSIONAL SUMMARY

Team Leader experienced in directing activities of workgroups. Develops strategies, provides training, sets goals, and obtains team feedback. Excellent interpersonal and communication skills. Big picture focus with excellence in communicating goals and vision to succeed. Problem solver, networker, and consensus builder.

WORK HISTORY

PACKING TEAM LEADER

01/2021 to 02/2022

MANZOOR FOODSTUFF INDUSTRY LLC

- Ajman, United Arab Emirates

- Maintained strong vendor connections at all stages, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.
- Booking Suppliers Invoice.
- Customer Invoicing.
- Taking all store Inventories at the month end.
- Inventory Control.

CLERK

12/2019 to 01/2021

AKSHAYA E CENTRE

- Kerala, India

- Online Services.
- Booking Invoice.
- Customer Support

SKILLS

- Good Communication Skill in English
- Warehouse Management System
- Order picking and processing
- Wrapping and boxing
- Delivery scheduling
- Inventory organization
- Purchase order verification

COMPUTER KNOWLEDGE

- Microsoft Office
- QuickBook
- Tally
- Photoshop

EDUCATION

- August 2018 Govt ITI Attingial Kerala, India, Sheet Metal Worker
- March 2016 Govt HSS Bharathannoor Kerala, India
Plus Bio-Science
- March 2016 ASAP Kerala
Certificate in BPO Non Voice

LANGUAGE KNOWN

- English
- Malayalam
- Hindi

DECLARATION

I hereby declare that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform to the best of my abilities early awaiting positive response.

FAIZAL RAHIM