



FAYEES

OFFICE BOY - STORE KEEPER

CONTACT

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Sharjah - U.A.E

PERSONAL DETAILS

D.O.B : 10 - 7 - 1995
Nationality : Indian
Religion : Muslim
Gender : Male
Marital Status : Unmarried

PASSPORT DETAILS

Passport No: M8565938
Date of Issue: 11 - 05 - 2015
Date of Expiry: 10 - 05 - 2025
Place of Issue: Malappuam

SKILLS

- Color Management.
- Computer Skills.
- Physical Fitness.
- Customer Service.
- Time Management.
- Interpersonal Skills.
- Organisation.
- Data Entry Skills.
- Flexibility.
- Learning Aptitude.
- Inventory Control.
- Storage Areas.
- Purchase Orders.

HOBBIES

Cooking, Travelling, Playing
Watching Movies

OBJECTIVE

To work for in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

EDUCATION

- THUNCHAN MEMORIAL GOVERNMENT COLLEGE TIRUR
- HIGHER SECONDARY SCHOOL (DHOHSS POOKARATHARA).
- HIGH SCHOOL (DHOHSS POOKARATHARA).

WORK EXPERIENCE

- I have 1 Year Experience in Bahrain as a Coffe Maker in a cafeteria.
- I have 2 Year Experience in Coffee & Burger Making in a cafe in Edappal india.
- I have 2 Year Experience in SIGNTECH PRINTING Edappal India.
- I have 1 Year Experience in INSANE MEDIA Edappal India.

DUTIES & RESPONSIBILITIES

- Correct printing errors on materials.
- Evaluate job orders and specification to know details like number of materials to be printed, time given for collection, and color sequences.
- Check printed materials for clarity, accuracy, quality, finishing and other production factors.
- Minimize period by troubleshooting stoppages and breakdowns.
- Operate machine to give printing directions in accordance to job order and specification.
- Ensure that color heads, rollers and ink fountains are clean.
- Assign labels and stamp to boxes containing printed materials.
- Ensure that production plates and ink containers are cleaned after production.
- Create space in the printing room by removing excess boxes out of the way.
- Receive orders from clients, calculate bills and receive payments.
- Ensure that printing equipment is well lubricated by applying oil in appropriate oils.

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility. for the correctness of the said information.

FAYEES