



MOHAMMED SAFWAN M

Mobile No: +971 582 479 273

Email: safwanmelethodif3@gmail.com; **DOB:** 11th August, 1998

Visa: Visit Visa

Languages Known: English, Hindi, Arabic and Malayalam.

WARE HOUSE OPERATION ASSISTANT

PROFILE

- Dynamic and results-oriented **Ware house operation assistant** with **two years of experience in warehouse operations** in the **United Arab Emirates**.
- **Five years** of Experience in Aluminum fabrication and shop management in Home Country.
- A **Bachelor degree holder who also has Professional diploma in industrial maintenance** and proactive Quick learner, with, ability to do multitasking, able to handle a team.
- Experienced in Industrial Maintenance system including Air conditioning & refrigeration system, Diesel Engines, Security surveillance system & Camera.

SKILLS

◆ MS Excel ◆ MS Word ◆ MS Power Point ◆ Industrial Maintenance

PROFESSIONAL EXPERIENCE IN UAE

ZAAL SUPERMARKET, DUBAI, UAE

• 2019 – 2021

DESIGNATION: WARE HOUSE OPERATION ASSISTANT.

- Maintain accurate stock lists, ensuring that all items are correctly logged, labeled, and stored.
- Monitor stock levels regularly and report any discrepancies or shortages to the Warehouse Manager.
- Assist with the receiving and unloading of goods delivered to the warehouse.
- Check and verify the accuracy of deliveries against purchase orders and report any discrepancies or damaged goods.
- Safely store received items in the appropriate locations within the warehouse
- Prepare and organize orders for delivery or pick-up according to customer or store requirements.
- Ensure that orders are accurately packed, labeled, and ready for dispatch.
- Coordinate with the delivery team to ensure timely and accurate deliveries.
- Support the delivery team by assisting with loading and unloading goods onto delivery vehicles.
- Close the accounts on a daily basis, ensuring that all transactions and stock movements are accurately recorded.
- Submit daily reports to the Warehouse Manager, highlighting any issues or discrepancies.
- Ensure that the warehouse is clean, organized, and free from hazards at all times.
- Follow safety protocols and guidelines to minimize the risk of accidents or injuries.
- Close the accounts on a daily basis, ensuring that all transactions and stock movements are accurately recorded.
- Assist the Shop Manager with managing the shop when necessary, ensuring good customer relations and

service.

- Respond promptly and professionally to customer inquiries regarding stock availability, order status, and deliveries.

PROFESSIONAL EXPERIENCE IN HOME COUNTRY

PM HARDWEAR AND TECHNICAL SERVICES, INDIA

• 2021 – 2024

DESIGNATION: SHOP MANAGER

- Oversee the daily operations of the hardware shop, ensuring that it runs smoothly and efficiently.
- Manage store opening and closing procedures and ensure the shop is well-organized, clean, and stocked with necessary inventory.
- Monitor inventory levels and reorder stock as necessary to prevent shortages.
- Provide technical assistance in electrical, mechanical, and security surveillance systems to customers.
- Develop and implement sales strategies to increase revenue and attract more customers.

ROYAL ALUMINIUM FABRICATION, INDIA

• 2017 – 2019

DESIGNATION: MAINTENANCE OPERATOR

- Cut, shape, and fabricate aluminum components according to specific customer dimensions and requirements.
- Use appropriate adhesives and techniques to secure joints and connections in fabricated parts.
- Perform finishing tasks, such as sanding, polishing, and smoothing surfaces, to achieve a professional appearance.
- Manage multiple projects simultaneously, ensuring that each project is completed on time.
- Prioritize tasks and allocate time effectively to meet deadlines while maintaining high standards of work.
- Communicate effectively with colleagues to ensure a smooth workflow and resolve any issues that may arise during the fabrication process.
- Ensure that all customer orders are completed and delivered on time, maintaining a high level of customer service.

EDUCATIONAL CREDENTIALS

- Bachelor of Arts: English –[Rabindranath Tagore University, 2023]
- Professional Diploma in Industrial Maintenance, 2019

References: Available upon request.