



BABA FAKRUDDIN P

Dubai | UAE | Mob: 0504212624, 0589832048 | Email: babafakruddin.7086@gmail.com

I would like to make best use of my acquired skills with an opportunity to improve on the same and contribute to the growth of the Company in every way I can. Seeking a position where I utilize my knowledge and skills in an environment for a company that offers an opportunity for advancement.

SKILLS SUMMARY

Software Knowledge:

MS Office Suite
Point of sales.

Value-Added Attributes:

Team Management
Communication & Interpersonal Skills
Analytical Skills, Critical Thinking

PERSONAL DOSSIER

Father: P Thakadus

Gender: Male

Date of Birth: 28th JUNE 1993

Nationality: India

Marital Status: Single

Languages Known: English, Hindi, Urdu and Telugu.

Visa Status: valid till 01 FEB 2022

Passport: L2775090

Residence: Al Twar, Dubai

CAREER HIGHLIGHTS

GROUND HANDLING STAFF

2+ years of Experience in **Dubai Airport terminal -2** from **DULSCO**

Job Responsibilities :

- ❖ Checking baggage's by its tag and segregating it.
- ❖ Handle the shelving of baggage's, cargo and courier.
- ❖ Scanning the baggages, cargo & courier with PDI and submitting to team leader.
- ❖ Ability to determine when tasks are complete and review daily reports.
- ❖ And following the task according to team leader.
- ❖ Marshalling of equipments.
- ❖ Tow bar tractor training and push back operator assistant.
- ❖ Manual encoding system operator (mes).

CASHIER CUM SALES EXECUTIVE

2 + years of Experience in **Madeena Electronics company Ballari, India.**

Job Responsibilities :

- ❖ Preparing Invoices, Purchase Orders and handling Data Entry jobs.
- ❖ Taking responsibility for maintaining and ordering of office supplies and equipments.
- ❖ Co- ordination and good relationship with the team members
- ❖ Handle returns of merchandise and Cross sell products
- ❖ Team up with co-workers to ensure proper customer service.
- ❖ Build productive trust relationships with customers.
- ❖ Suggest ways to improve sales (e.g. planning marketing activities, changing the store's design).

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STOREKEEPER ASSISTANT

10 months' of Experience in Thirumala company Guntakal, India.

Job 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

EDUCATION

Graduation in B.S.C. (computer Science) from S.K. University, Anantapur, India (2010 – 2013).

SKILLS & STRENGTHS

- ❖ Good Computer knowledge.
- ❖ Good interpersonal and communication skills leading to healthy relationship with customers and management.
- ❖ Hard working and Quick Learner.
- ❖ Identifying recurring expenditures.
- ❖ Learning from failures and adapting new methods.
- ❖ Facility for learning the latest computer technology to improve my skills.
- ❖ Flexible with schedules and able to work in shifts including nights, weekends and holidays.
- ❖ Good Analytical Skills and Logical Skills.
- ❖ Having experience in OS installation and Troubleshooting.

DECLARATION

I hereby declare that the information furnished above is true and correct to best of knowledge.

Place: Dubai

Date: / / 2021

(P. BABA FAKRUDDIN)