

## **CURRICULUM VITAE**

**MOHD AHMED KHAN**

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**Contact:** +971568616533

**Location:** Dubai.



### **CARRER OBJECTIVE**

To obtain a challenging position where my skills and proficiency in the field will be utilized towards the growth of the organization

### **EDUCATION**

- Intermediate from Telangana Open University
- S.S.C. from St. Hafsa High School.

### **POSITIVE STRENGHT**

- Capable of working under any circumstances
- Positive Attitude,
- Hardworking & Punctuality
- Easily adjusting to newer Environment/Culture

### **COMPUTER SKILLS**

- Microsoft word
- Microsoft Excel

### **EXPERIENCE**

- Working as a Stock Assistant in Pacific industries
- Working as a Stock In-charge(storekeeper) in LUMINOUS HOME UPS & BATTERIES from 2016 to 2018
- Working as Storekeeper in Matrix Audiovisual And Entertainment, Dubai Investment Park-1,Dubai from 2018 to Till Date

### **RESPONSIBILITIES**

- Receiving goods
- Supervise unloading of material Count, tally  
Check for damage/shortage and prepare report
- Fill Goods Inward / Day Book/ Daily Collection Register
- Complete Vendors Consignment Note (Challan)
- Arrange for inspection and complete the inspection
- Prepare Goods Receipt Note (GRN)
- Prepare Goods Rejection Memo (in case of goods rejected)
- Send goods to stores
- Collect all documents and to respective departments
- Ensure all storage facilities are in proper working order e.g. check for loose racks, damaged pallets etc. Ensure goods housekeeping (i.e. check for spillage of oils, dirty walls, obstructions). Ensure all materials handling equipment are in goods condition.

**PERSONAL PROFILE**

FATHERNAME : MOHD YOUSUF KHAN

Religion : Muslim

Nationality : INDIAN

Gender : Male

Age : 24Years

Marital Status : Single

Languages Known : English, Hindi and Urdu

**PASSPORTDETAILS**

Passport Number : R0598521

Issue Date : 02/05/2017

Expiry Date : 01/05/2027

Place of Issue : Hyderabad.

**DECLARATION**

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief

**Date:**

**Place: Dubai.**

**(MOHD AHMED KHAN)**