



MOHAMED NAFEEZ

ADMIN CUM DATA ENTRY OPERATOR

mohamednafeez11@gmail.com | MOB: 0525781060

Achievement-driven professional with 3 years of experience in Admin/Book-keeping/Data Entry.

Professional Summary

It will be an honor to work in company wherein doors for learning horizons never closed; In return I will contribute the best that I can for the continuous success of your good company. Enthusiastic to learn new things and has a sense of direction.

Professional Experience

➤ INDIAN EXPRESS COURIER & LOGISTICS (INDIA)

Designation: WAREHOUSE ADMIN

Duration: From August 2018 To January 2020

Duties & Responsibilities:

- ✓ Assisted in the efficient daily operations of the warehouse activities.
- ✓ Maintain polite and professional communication via phone and e-mail.
- ✓ Keep a records of sales and restock the store accordingly.
- ✓ Receiving the goods with **GRN** form and cross check with the required packing list.
- ✓ Coordinate with drivers to make the delivery to the customers on time.
- ✓ To perform various tasks in the **EXCEL** with the datas given by the management.
- ✓ Reports the damaged packages to the management and do the needs accordingly.
- ✓ Raising **LPO's** to the suppliers when required.
- ✓ Examined invoices and reached out to clients by telephone who are fell behind onpayments.
- ✓ Create and maintain filing systems, both electronic and physical.
- ✓ Perform interoffice **mail activity** and special courier request.
- ✓ Monitoring and coordinating with forwarding agent for Import and Export Shipmentmaterials.

TECHNICAL

SKILLS:

MS-Office,
Internet & Email
activities.

PERSONAL

INFORMATION:

D.O.B:

08/11/1996

Nationality:

Indian

Marital Status:

Single

VISA STATUS:

VISIT VISA

Valid Till:

20/12/2021

ADDRESS:

DEIRA - DUBAI

KEY SKILLS:

- * Good Team player
- * Dedicated and quick learner
- * Self Motivated
- * Critical Thinker
- * Problem Solving Abilities
- * Communication Skills
- * Written Skills

LANGUAGES KNOWN:

English &
Tamil

**REFERENCE:
AVAILABLE ON
REQUEST***** AGILITY LOGISTICS - KUWAIT****Designation: WAREHOUSE ASSISTANT****Duration : March 2020 - November 2020**

- ✓ Maintaining store neat and clean in all occasion.
- ✓ To check all materials in terms of quality and quantity.
- ✓ Preventing the entry of unauthorized persons in the stores.
- ✓ Packing , picking and labelling the goods.
- ✓ To ensure effective and continuous control over materials.
- ✓ To protect and safeguard material items from pilferage, theft, fire, and others.
- ✓ Issuing purchase requisitions when material is required.
- ✓ Responsible to maintain inventory stocks in and out.

Education Qualification

YEAR	COURSE TITLE	UNIVERSITY / INSTITUTION	PLACE
2015-2018	BACHELOR OF COMPUTER APPLICATIONS	BHARATHIDASAN UNIVERSITY	TRICHY, INDIA.
2013- 2015	HIGHER SECONDARY	RAJ MATRICULATION HIGHER SECONDARY SCHOOL	MAYILADUTHURAI, INDIA.

DECLARATION

I here by declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

DATE :

PLACE :