



MOHAMMED SAFWAN

CONTACT

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience:

A.K TOYS

- Self Employed August 2020 - Present

THE BRIDGE CO Kuwait

- Assistant Admin May 2018 - Jan 2020

Sultan Garden Centre Pvt Ltd Riyadh

- Sales Cum Cashier Oct 2016 - Dec 2017

Sultan Gold Jewellery

- Sales Executive July 15 - August 16

B.A.K CONSTRUCTION

- Site Supervisor August 13 - July 15

Samak Dine Family Restaurant

- Cashier Cum Incharge June 12 - August 13

Work Responsibilities:

- Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings
- Maintain registers of all receipts and issues or submissions of documents and correspondence.
- Preparing monthly material received material status report.
- Reporting of Overage, Shortage and Damage (OSD) of the materials to the Manager.
- Must act as a bridge between the company and its current market and future markets.

Personal Details:

Date of Birth: 14/01/1994

Marital Status: Married

Nationality: India

Education:

Western Institute of Technology

- DIPLOMA IN FIRE AND SAFETY

Padva per University College 575002

- Class 12th

Lourdes High School Bejai Mangalore 575004

- Class 10th

Skills:

Problem Solving.
Decision Making.
Good at Interpersonal Skills & Reporting skills.
Administrative writing skills.
Proficiency in Microsoft Office.
Supply management.
Inventory control

Languages Known:

English, Hindi, Kannada, Malayalam

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