

Sheikh Amaiydh

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Career Objective:

To obtain a position of an store keeper, office assistant, purchase assistance, sales assistant in a challenging field, where I could utilize my experience, technical, management skills for growth of your organization and improve and build upon my knowledge and expertise for personal and professional growth.

Qualification:

ITI - INDIAN TECHNICAL EDUCATION SOCIETY MUMBAI

Key Skills:

Work skills: Time management, Reporting, Data Entry Management, Leadership, General Math Skills
Inventory Management.

Computer skills: Microsoft Word, Microsoft Excel

Languages Known: Spoken: English, Hindi, Urdu, kannada
Write : English, Hindi, and Kannada.

Professional Summary:

- Result oriented professional with atmost 2Years of Total experience in store keeper.
- Experience in Billing, Cash Management , store keeping
- Rich Exposure to performing an assigned job under minimum supervision
- Excellent Communication, Hard working, Convincing, Team Player and Management Skills

Professional Background:

1. Worked for “**Mandovi Motors PVT Ltd (Mangalore)** ” from 1St Jan, 2018 to 05th DEC, 2020 as “**Store Keeper**”
2. Worked for “**Patels Asraruddin Constructions (Mangalore)** ” from 1St June, 2017 to 30th dec, 2018 as “**office account assistant**”

Job Responsibilities:

- ❖ Maintaining proper documents like receipt and issue. Preparing inventory of the stock items weekly and aware to the purchase department.
- ❖ Coordinating with the purchase department and project Manager.
- ❖ Arranging good housekeeping every day in the stores and warehouse.
- ❖ Preparing time sheet of the staff and store keepers.
- ❖ Taking care all types of activities like take care of store goods, availability of goods in time, proper care, and also manage the labors and make proper records of incoming and outgoing goods.
- ❖ Maintaining an efficient work environment for all.
- ❖ Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
- ❖ Responsible for upkeep of various appropriate records of materials received.
- ❖ Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- ❖ Reporting to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- ❖ Monitored the functioning of store equipment and reported problems and failures to the supervisor.
- ❖ Contributes to team effort by accomplishing related results as needed.

Certifications:

Industrial Training attended on the topic of '**AUTOMOTIVE ASSEMBLY**' held on 02th December to 06th December,2019 at TVS TRAINING and SERVICES LIMITED,CHENNAI.

Personal Profile:

Date of Birth	: 23th May, 1998	Home Address	: Mangalore, India
Age	: 23 years	Marital Status	: Single
Nationality	: Indian	Religion	: Islam
Passport No	: T454550		
Mobile	: +971 50 1099 412	E Mail	: amaiydhsheikh@gmail.com

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

Date : 04-12-2021

Place : Mangalore,India

AMAIYDH SHEIKH