

## Curriculum Vitae

**H. JAHABAR SADIQ**

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### Career Objective:

To associate with a dynamic corporate environment, requiring organizational skills that help to add value to the organization and there by achieve professional environment.

### Professional Experiences:

- **Indoor Sales Man**                      March 2019 to November 2021  
Asika Jewellery, kumbakonam,  
Tamil Nadu, **INDIA**
- **Warehouse In-charge**              April 2018 to January 2019  
United Foods Company PJSC, **DUBAI**
- **Data Entry**                              November 2014 to November 2016  
Bamako Auto Spare Parts LLC, **DUBAI**
- **Indoor Sales Man**                      May 2013 to April 2014  
Razeen Electrical Shop, Tamil Nadu, **INDIA**
- **Cargo Ground Handling Service**      March 2012 to January 2013  
Trichirappalli International Airport,  
Tamil Nadu **INDIA**

### Educational Qualification:

2008 - 2011              **B.Com** at Bharathidhasan University  
Jamal Mohamed College, Trichy India  
having B+ Grade Passed out at 2011.

2012 (6months) **Air Ticket & CRS Program**  
Institute of Airlines and Travels Agencies, Chennai

### **Responsibilities:**

- Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Prepare goods to be shipped out along with appropriate paper work.
- Completing team-related paper work.

### **Computer Proficiency:**

Microsoft Office, DOA, SAP,  
MS Windows

### **Passport Details:**

Passport NO	: V2179227
Date of Issue	: 20/09/2021
Date of Expiry	: 19/09/2031
Place of Issue	: TIRUCHIRAPALLI - INDIA

**Personal Details:**

Father Name : Haja Kuthubudeen  
Nationality : Indian  
Date of Birth : 06/06/1991  
Marital Status : Married  
Language Known : English, Hindi, Tamil and Malayalam  
Visa Status : Long term visit visa  
Date of Expiry : 06/04/2022  
Permanent address : 392, South Street,  
Podakkudi - 614103  
Thiruvarur - District

**Declaration:**

I hear by solemnly declare that the above furnished details are true to the best of my knowledge.

Yours faithfully,

DATE :

PLACE:

(H.JAHABAR SADIQ)