

RESUME

Mohammed Anwar A.K

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Mob : +971527298118 Pass Port # M5350557 Validity – 18/01/2025



Profile Summary:

Having 5 years' experience in Construction/Fabrication & 7 years in FMCG, as an Office in-charge, stores & Logistic coordinator having 8 years experience in UAE.

KEY SKILLS:

Dispatch management, store Inventory Management, Team management, Quality control management, House-keeping, Space Management,

QUALIFICATION:

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR
DIPLOMA IN CIVIL ENGINEERING	CANNANORE ITC	BOARD OF CENTRAL GOV'T OF INDIA	2006
10+2	GHSS MUZHAPPILANGAD	STATE BOARD OF HIGHER SECONDRY KERALA	2004
Matric	GHSS MUZHAPPILANGAD	BOARD OF PUBLIC EXAMINATION GOVT OF KERALA	2001

OTHER PROFESSIONAL QUALIFICATION:

- Auto Cad, Revit
- 3D Maxx
- Ms Office -2007 (Ms Excel, Word and Power Point)

PROFESSIONAL EXPERIENCE:

Presently working with M/s. Professional Team Aluminum Co. LLC., Dubai, (**Dealing in Glass & Aluminum fabrication work & building construction work**) in UAE, as a Store & Dispatch Executive, over all seeing with 14 people from Jan',2020 to till date and reporting to GM (Operation).

Jun'2011 – Mar'2018

- ❖ Worked with **M/s. Alliance One General Trading LLC, (Dealing in FMCG) in Dubai**, as a Logistic and office in-charge, from June'2011 to March'2018.

March'2008 – May'2011

- ❖ **Worked with M/s. K V Gopalan Construction Co. Kerala** as a Site supervisor with responsibilities full site supervision, working progress as per Drawing.

JOB PROFILE

Managing Warehouse/Stores as to:-

- Maintains the goods as **receiving, inspection, storing on location, issuing** or distribution as per **SOP**.
- To take necessary action against the damaged or short receive materials.
- Control **of Logistic as in coming and shipping materials**.
- Co-ordinate with Purchase, Accounts and Production/floor for **smooth work flow**.
- To make space management for utilizing optimum space and beautify the storage items.
- Controls inventory levels by conducting **physical counts**; reconcile with data storage system through perpetual, quarterly and yearly, send **MIS report** to management regularly
- Inspecting equipment; issuing work orders for repair and requisitions for replacement.
- **Receive and dispatch of finished goods** to designated area/suppliers.
- Maintains warehouse staff job results by coaching, counseling, and **disciplining employees**.

Other Skills/Strengths

- **Highly organized, ambitious, hardworking and target oriented.**
- **Efficient and organized professional with experience in various and projects.**
- **Team player possessing great communication, listening and interpersonal skills.**
- **Ability to work independently and in a team, to meet deadlines.**
- **Quick learner and self-starter with leadership quality.**
- **Strong sense of responsibility and flexible to associate with diverse environment**

Personal Profile

- | | |
|-------------------|--------------------------------------|
| • Nationality | : Indian |
| • D.O.B | : 10-05-1986 |
| • Gender | : Male |
| • Marital status | : Married |
| • Passport Number | : M5350557 |
| • Passport Expiry | : 18-Jan-2025 |
| • Languages known | : English, Hindi, <u>Malayalam</u> . |

Date :

Place :

Mohammed Anwer A K