

## Curriculum Vitae

### MOHAMED KADAFI

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Location: Dubai, UAE.



### PROFILE

I have the pleasure in enclosing my curriculum vitae for your kind consideration. I have three years of experience as Store in-charge in Al Fahad AC Service Company - Qatar and more than one-year experience as Storekeeper and Account Maintenance- India. I shall work to the utmost satisfaction of my superiors with diligent execution of the tasks assigned to me.

Contribute and render quality service in achieving the mission and vision of the company and to become globally competitive.

### SUMMARY FOR QUALIFICATION

- ✓ Fluently communicating with Arabic, English, Hindi, Malayalam and Tamil.
- ✓ Ability to improve workflow, accuracy and efficiency
- ✓ Possess good communication skills and interpersonal skills.
- ✓ Knowledge of Accounts Payable & Receivable processes and procedures
- ✓ Ability to establish good relationship with service providers and vendors.
- ✓ Ready to mold and well adjusting according to the new environment.
- ✓ Comprehensive knowledge of Company license renewals.
- ✓ Generating management reports on performance.
- ✓ Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- ✓ Ability to do Physical Inventory and Stock Management.

### CORPORATE EXPERIENCE

#### STORE IN-CHARGE

Al Fahad AC Service Company – Qatar

#### **Duties and Responsibilities**

Directly reports to the Manager of the company. Handles multiple tasks in different departments and ensure the smooth flow of operation in the store.

- Determines items and quantities of stock to be purchased and maintained.
- Inspects items as to quality and quantity against freight documents.
- Directs the maintenance and operation of gas, electric, or hand operated stores equipment.
- Establishes standards and methods for packaging and storing supplies and materials.
- Estimates cost and assigns account codes to items purchased.
- Maintains catalogs of available stock items.
- Prepares and files complaints on unsatisfactory shipments.
- Attends meetings with vendors and suppliers.
- Reporting day to day activities to the manager.
- Preparing annual and monthly reports.

- Preparing Annual Forecasting for Store related expenses.
- Maintaining all related Store Staff Records.
- Maintaining accurate Inventory records for auditing and inspection.

#### STOREKEEPER & ACCOUNT MAINTENANCE

Amrutha Hospitality Service (Life Giving Food) – India

##### **Duties and Responsibilities**

- Prepared bills for sales of goods
- Reviewed accounts receivable aging for past due accounts. Contacted past due customers regarding overdue accounts.
- Received and verified vendors' invoices, maintained a list of accounts payable, and prepared vendors
- Calculated Staff salaries, rate changes, overtime, bonus, vacation, and termination
- Maintained employee related payroll files.
- Maintained the office petty cash and assisted in various special projects as needed

#### **EDUCATIONAL BACKGROUND**

##### EDUCATION

- B.E. (Electronic and instrumentation) - J.J College of engineering and technology- Anna university, India.

##### CERTIFICATION

- Diploma in Computer Application (CSC institute) – India.

##### COMPUTER PROFICIENCY

- Packages: MS-Office, Networking, Photoshop
- Hardware: System Assembling, OS installing and all kind of Software Installing.

#### **PERSONAL DATA**

Gender: Male  
 DOB: 2<sup>nd</sup> Dec 1990  
 Languages: Tamil, English, Malayalam, Arabic & Hindi.  
 Nationality: India  
 Religion: Muslim  
 Marital Status: Married

#### **CHARACTER REFERENCES**

Available upon request

#### **Declaration**

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

***Mohamed Kadafi***