

RESUME

Vazeer Faisal

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Objective:

To conduct store operations including receipt, storage, issue, delivery and maintenance of supplies and materials, equipment etc., to meet Organization operational requirements.

Strengths:

- Self Development, Communication, Interpersonal and Problem Solving Skills.
- High level of confidence and determination.
- Adoptability to different environments and quick learning capabilities.
- Team Work, Flexible, Punctual and Interest to Learn New Things,

Work Experience:

Company Name: Al Mozone Telecom Co Ltd,
Location: Olaya, Riyadh, Kingdom of Saudi Arabia
Job Description: Storekeeper
Duration: 2012 to 2014

Company Name: Zahran Operation and Maintenance
Location: Jeddah, Kingdom of Saudi Arabia
Job Description: Storekeeper
Duration: 2015 to 2018

Duties & Responsibilities:

1. Receives and inspects all incoming materials and reconciles with purchase orders
2. Processes and distributes documentation with purchase orders
3. Reports, documents and tracks damages and discrepancies on orders received.
4. Receives and stores documents and confidential files
5. Maintains record of approved document and confidential file destruction.
6. Maintains the warehouse, records area and stores area in a neat and orderly manner.
7. Takes care of the company's stock
8. Raising the purchase request of out of stock goods
9. Coordinates externally with the buyers and internally with the Central Store's
10. Maintaining stock in the store.

11. Clarify product availabilities and delivery time of orders
12. Follow up and assists orders if delayed
13. Receiving the items and checking the quantity on delivery
14. Delivering the required goods on time.
15. Coordination of delivery with logistic department.
16. Coordination of direct delivery
17. Certifications of delivery note for supplier bill booking
18. Purchase returns for supplier's maintenance proper document
19. Approval for payments of supplier
20. Preparing daily & monthly MIS reports

Educational Qualification:

- Diploma Engineer specialized in Electrical Electronics from Thanthai Roever Institute of Polytechnic, Perambalur in 2007

Technical Exposure:

- Oracle ERP (WMS) and SAP
- MS- office

Personal Profile:

Name : Vazeer Faisal
Date of Birth : 27-06-1984
Sex : Male
Marital Status : Married
Languages Known : English, Arabic, Hindi, Tamil, and Malayalam
Nationality : Indian
Passport No : P6282429
Visa status : **Visit visa** valid up to 02nd January 2022

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Dubai

Date:

(Vazeer Faisal)