# SHAHUL HAMEED BATCHA

Store keeper / Data entry / Document controller

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Addresses; Jabel ali, DIC, Dubai

## SOFT SKILLS

- Ms office
- Ms word
- Ms excel
- Ms Outlook
- Ms oneNote

## SKILLS

- Generated excel pivot tables to compile data and reports
- Excellent data entry skills for both accuracy and speed

## EDUCATION

10$^{TH}$ STD ( 2011)

12$^{TH}$ STD (2013)

## LANGUAGE KNOWN

| English | Tamil |
|---------|-------|
| Malayalam | Hindi |

## PERSONAL INFO

Date of birth                27NOV 1993

Nationality                   Indian

Marital status               single

Passport number          T5515890

Visa status                   cancelled visa

## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Seeking an entry level position to begin my career in a high level professional environment. A highly organized and hard working individual looking for a responsible position to gain practical experience

## EXPERIENCE

### NMC LOGISTICS  & ELITE EXPRESS CARGO ( DUBAI)

### STORE KEEPER

- To check daily receiving and store keeping procedures to ensure they are being followed
- To check goods to see they are received, issued, documented, stored and requisitioned as per company guidelines
- Accepts and acknowledge deliveries received by the receiving agent
- Middle east experience will be an advantage

### DATA ENTRY

Inputted a large volume of data into company database, utilizing MS Excel

- Carefully reviewed all work performed to ensure accuracy and timely transmission
- Prepared reports for incoming and outgoing shipments for warehouse workers to pull or pack
- Required ability and great responsibility to be accurate with quantaties
- Demonstrated team work by communicating with cowokers through MS Outlook

### DOCUMENT CONTROLLER

Encodes all reports required by the system

- Performs the necessary filling
- Assists in documentation control
- Performs all computer operation/ encoding as instructed by my immediate superior
- Assist in preparing and managing documentation interally/ by subcontractor
- Ensure accessibility, traceability and accuracy of documents
- Control workflows management and documents distribution