

- SHAMSHEERC.B.
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- Summary:
  - To work in the most challenging position in your organization where my knowledge and skills can be put in for the successful execution of task.

## • EDUCATION

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- Bachelor of Arts (History)
- Microsoft office
- ERP systems (splendid and basic SAP)
- ADCHMN
- Personal Details
- Father Name : Mohammed Kunhi
- Nationality : Indian
- Marital Status : Married
- Notice Period : Immediate
- Visa status. : Visit visa
- Languages known. : English, Hindi, Arabic & Malay
- Current company. : Nazih general trading : Current designation. : Zone in charge

## • Career Progression:

- [NAZIH TRADING Co LLC Warehouse \(NAZIH GROUP\)](#)
- Retail Marketing & Distribution of Cosmetics Manufacturing in MENA Region.

- Ras Al Khor, Dubai - UAE
- Store Keeper, from October 2019 to till date
- Nov-2021



- Roles and Responsibility:
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses

- Ensure adequate record keeping and manage all documentation to confirm stock levels and maintain inventory control

- **TURKEY ROASTERY**

- Beda Zayed, Abu Dhabi – UAE
- Store Keeper, from Dec 2012 – Feb 2016
- Abu Dhabi Food Control Authority Exam Passed



- Turkey Roastery team follows the world's most important trade fairs and exhibits in the regional food and beverage fairs.

- **Roles and Responsibility:**

- Reporting to the Store Manager.
- Responsible for storage of both food & beverage and operational stock. Responsible for day-to-day check on the storage facilities for upkeep and hygiene. Responsible to follow standards for issuing and receiving stock within the stores.
- Producing, Monthly and yearly stock reports.
- Ensure safety in store like temperature, first aid, pest control etc, under FCA Abu Dhabi.
- Maintaining and managing the stores and purchases.
- Documenting the warehouse transactions.
- Preparing L.P.O for all local purchases and sorting invoices for payment.
- Delivery coordinating to different coop, supermarkets after item and quantity confirmation.
- Billing and G.R.V taken using E.R.P after quantity confirmation.
- Stock card using for inventory calculations and assist the store workers
- Checking the vehicles, product expiry dates and obey rule FIFO.
- Given item codes to different items for easily recognizing.

- I hereby declare that above mentioned details are true to the best of my knowledge and belief.

SHAMSHEER C.B.