

CURRICULUM VITAE

Mosin Khan

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PERSONAL PROFILE

Name	:	Mosin Khan
Nationality	:	Indian
Date of Birth	:	20 March 1984
Linguistic skill	:	English, Hindi, Arabic
Marital status	:	Married
Driving License	:	Valid UAE Driving License, Manual Light Vehicle

ACADEMIC PROFILE

- SSLC Examination passed from Allahabad Board

PROFESSIONAL PROFILE

Company: NMC TRADING L.L.C

Designation: Driver

Job Profile: - Driver, Store Assistant.

Duration: 30th May 2007 to till date

DUTIES & RESPONSIBILITIES

Driver Job Profile 2009 to 2020

Promoted as NMC Driver in 2009 and working in Pharma & Scientific Department, Dubai & Ajman

- Ensure that all deliveries have been signed and delivered to the correct recipient in various locations including outstation like Fujairah, khor fakkan, Rak
- Deliver important documents and stock to required destinations like DOH, MOH, Dubai Municipality, and Dubai Police etc....
- Co-ordination with Customer, Doctors, Nurse, Storekeeper
- Installation of equipment at customer request if urgent basis
- Collect payments for Invoices & deposit to cashier
- Load and unload materials on and off pallets
- Follow route and time schedule
- Good driving record
- Always keep vehicle clean and maintained
- Perform preventative and regular maintenance on vehicle
- Conducting daily safety inspection of vehicle

Documentation & Store Assistant Job Profile from 2007 to 2009

- Invoice picking and checking achieving daily target of number of invoices & line item.
- Expiry & Damage checking and preparing report.
- Stock arrangement.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and acceptable quality.
- Packaging and labelling products before they are dispatched.
- Safely and efficiently moving and handling items and keeping stock records.
- Documentation of Invoices, Credit note.
- Routine physical inventory count.
