



# NUHMAN MUHAMMED



Abu Dhabi, UAE



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## PERSONAL INFORMATION

NATIONALITY: INDIAN

AGE: 23 YEARS

MARITAL STATUS: SINGLE

## EDUCATION

AMITY UNIVERSITY                      MBA  
LOGISTICS & FINANCE  
90%  
2019 – 2021

JAMIA HAMDARD                      BBA  
90%  
2016– 2019

## HONORS

UNIVERSITY GOLD MEDAL (BBA)

## SKILLS

MS OFFICE

ADMINISTRATION

COMMUNICATION

AGILITY

PROBLEM SOLVING

DOCUMENTATION

CUSTOMER SERVICE

INVENTORY MANAGEMENT

## LANGUAGES KNOWN

ENGLISH

HINDI

MALAYALAM

TAMIL

## CAREER OBJECTIVE

A top academic performer looking for a position in a result-oriented organization where acquired skills will be utilized towards continuous growth and advancement.

## PROFESSIONAL EXPERIENCE

### ASSISTANT WAREHOUSE MANAGER

A KADER KUNHI SONS - INDIA

- ❖ Assist Warehouse Manager in day-to-day warehouse activities and calculations.
- ❖ Recorded information and shortages to keep records current and accurate.
- ❖ Completes warehouse operational requirements by scheduling, assigning employees and following up on the results.
- ❖ Controls inventory levels by conducting physical counts.
- ❖ Scan delivered items and ensure quality.

### TRAINING

### MANAGEMENT TRAINEE

SURETI INSURANCE PVT LTD - INDIA

- ❖ Spent ample time with customers by explaining different insurance policies.
- ❖ Approached potential clients using different techniques (E-mail, Telephone).
- ❖ Forwarded structured questionnaire to acquire customer knowledge.
- ❖ Project preparation based on Customer Perception towards Life Insurance Policies.

### MBA INTERNSHIP

### ADMINISTRATIVE ASSISTANT

MADAI WOODS AND BOARDS - INDIA

- ❖ Maintained excellent attendance record consistently arriving to work on time.
- ❖ Ensured business records were accurate by updating customer information.
- ❖ Offered all the support regarding calculation of woods.
- ❖ Travelled with senior officials for bank transaction and auditing.
- ❖ Project preparation based on Financial Analysis of Madai Woods and Boards.

### BBA INTERNSHIP