



THANZEEMUDEEN. K

WARE HOUSE MAN

Profile

An Experienced in Admin, Clerical, Store keeping, Material Controller, Finance, Achieving goals of different managerial companies Seeking for Challenging Opportunity to serve and Learn through building the Success of the company from a new Environment.

Skills

MS Word

MS Excel

PowerPoint

Tally

Outlook

V Lookup

Area of interest

Finance

Accounts

Managerial
Operation

Material Controller

Contact



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Educational Qualification

Course	Institution	Year of passing
BCOM	Kerala University	2013
HIGHER SECONDARY	Board of Kerala	2010
SSLC	Boys HSS, Kollam	2007

Professional Qualifications

Course	Institution	Year of passing
Diploam in Airport & Airline Management	Patron Institute of Aviation	2018
Master in Professional Accounting	Infocom Academy, Kollam	2017
Diploma in Hospitality, Travel and Customercare	Frankfinn, Kollam	2015
Diploma in Computer Application	Cyber Computer	2012

Experience

Furniture Solution Company, Riyadh (2019 March to 2020 September)

Ware House Man

- ❖ Tracking and identifying containers on the basis of its number and purchase order created by the store officials.
- ❖ Receiving shipment and sorting it out by using the help of license plate and serial number.
- ❖ Any damage items or shipments received by via container inform to the manager.
- ❖ File each and every sales order number, update it in system software.
- ❖ Contributes to team efforts by accomplishing related result as needed.
- ❖ Inspecting inventory for damage and fault.

Languages

Language	Read	Write	Speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓
Tamil			✓

Strength

Leadership Quality

Punctuality

Active Listening

Flexibility

Teamwork

Hobbies

Listening Music

Playing Cricket

Watching Movies

Prasannan & Co., Tax consultant, 2018 (7 months)

Office Assistant

- ❖ Answer telephonic calls and revert mails to the clients.
- ❖ Maintain Cash register everyday when meets expese and incomes, finalise it.
- ❖ Maintain and collects each and every clients invoices and record it in separate file.
- ❖ Organise office and assist associates in ways that optimize procedures.
- ❖ Act of as a receptionist or front desk officer when require.
- ❖ Maintain trusting relationship with clients, customers and colleagues.

Reliance Trends 2017 (6 months)

Brand Promoter/ Customer service Executive

- ❖ Demonstrate and explain products to persude the customer purchase.
- ❖ Identify interest and understand customer needs and requirements.
- ❖ Builds a good relation with existing customers by contacting them about new arrivals and updates of market and also needs to attract new customers .
- ❖ Consistantly seek about new product knowledge itself and act as expert infornt of customer.
- ❖ Maintain clean and tidy primises to customers keeps to fill shelf racks, etc.
- ❖ Submit or mail daily sales report to above officials and also demands our requirements.

Personal Dossier

Name	Thanzeemudeen.K
Date of Birth	17-10-1989
Religion	Islam
Nationality	Indian
Father Name	Kabeer
Sex	Male
Married Status	Single
Address	Al Karama, Dubai, UAE
Passport Number	N1718177
Date of Issue	10/8/2015
Expiry Date	9/8/2025
Visa status	Visit visa till-19/03/2022

Insta Kart Pvt. Ltd. 2016-2018

Cashier	<ul style="list-style-type: none">❖ Performs with basic maths functions to collect payment and make changes.❖ Operate registers, scanners, scales and credit/debit cards.❖ Memorize product location through out the store and able to direct customer to make suggestions.❖ Maintain adequate change demonation in the cash drawer and request additional changes.❖ Take a tally of funds in the cash register when required, during the end of work and produce transactions.
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Reliance Fresh 2015-2016 (1 year)

Sales Executive	<ul style="list-style-type: none">❖ Welcoming customers, answering there questions and guide it to locate items.❖ Prepare and present proposal in complete in profeesional manner according to the companystandards.❖ Maintain and develops existing, creating new customers by company's sales.❖ Assist with inventory, including, receiving and stocking merchandise.❖ Receive delivery of merchandise and make sure that all items are stored and stacked properly.❖ Gather feeback from customers or prospects and share with internal team.
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DECLARATIN

I hereby declare that the above furnished details are true to the best of my Knowledge. That will make a difference which will bring name and fame to the place of my work.

Date: Dubai

Name: Thanzeemudeen.K

Place