

# CURRICULUM VITAE

## AADIL FAROOK

Abu Dhabi, UAE

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**Languages Known:** English, Hindi, Malayalam.

**Date of Birth:** 18-05-1995

### Permanent Address

S/o. Farook BM

Maliyekkal House, Kerala, India - 673304

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### Identifications

**Nationality:** Indian, **Passport No:** L7921840

**UAE License:** 2354238

### Professional Experience

Designation	Company	Period
<b>Inventory Control &amp; Operations Executive</b>	<b>Rajab Xpress - G42</b> , Masdar City, Abu Dhabi, UAE,	March 2020 to Dec 21
<p>Coordinating the end-to-end cold chain solution and Personal Protective Equipment's of COVID-19 distribution across different International Countries. Responsibilities include Inventory Management. Prepare orders for client and arrange / supply goods as per the requirement. Reporting to Project Manager and giving update on day to day update in the warehouse. Submitting Daily / Weekly / Monthly Reports to Operations Manager of the client. Manage the ground staffs in Completing scheduled task by the client.</p> <p><b>OTHER MAIN RESPONSIBILITIES INCLUDE:</b></p> <ul style="list-style-type: none"><li>-Planning delivery timetables.</li><li>-Ensuring stores have enough stock.</li><li>-Making sure suppliers have enough stock to meet demand.</li><li>-Overseeing the ordering and packaging process.</li><li>-Monitoring stock levels.</li><li>-Tracking products through depots to make sure they arrive at their destination.</li></ul>		

<b>Operations Executive</b>	<b>RAJAB CARGO SERVICES LLC, Abudhabi, UAE.</b>	<b>Aug'3,16to feb',20</b>
<p>To respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email .To follow up all enquiries, preparing proposals where necessary and facilitating show rounds with Potential clients to show them our facilities contracting bookings and raising invoices .Prepare and report daily operations to management on daily basis. Overseeing the production of goods and/or provision of services. To make sure an organization is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of customers and clients.</p>		

### Educational Qualification

<b>Course</b>	<b>Establishment</b>	<b>Certificte</b>
<b>MBA</b>	<b>Jaipur National University, Abu Dhabi ,UAE</b>	2016-2018
<b>Bachelor of Commerce [B Com]</b>	<b>Calicut University , Calicut, Kerala</b>	2013-2016
<b>12<sup>th</sup> Commerce CBSE</b>	<b>MES RRS , Calicut, Kerala</b>	2013

### Declaration

I hereby declare that all statements made hereinabove are true and correct and are not false or misleading.

**AADIL FAROOK**