

Mohamed Marjuk



Skills Highlights

- Inventory scanning.
- Documentation Works for importing and exporting of goods.
- Manage inventory & prepare mailing labels.
- Handling returns goods and restore to normalize.
- Internal correspondence.
- Preparation of monthly reports.
- Comprehensive problem-solving abilities.
- Excellent verbal and written communication skills.

Education

BSc Computer science, (2012-2015)
M.I.E.T., Arts and Science College,
affiliated to Bharathidasan University,
Trichy, India

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Admin and Inventory Controller

Summary

Resourceful admin assistant achieved customer fulfilment goals through effective management. Implemented plan to maximize company accuracy. Analyzed inventory trends to identify and implement strategies

Experience

ADMIN EXECUTIVE (FEB 2023 to JUNE2024)

RAFEEQ AL DAR TRADING LLC - QATAR

- Manage daily schedules and appointments for the executive team.
- Prepare and edit correspondence, reports, and presentations.
- Manage office supplies and equipment, including ordering and restocking.
- Plan and coordinated events, meetings, and conferences.
- Organizing executive itineraries including travel and corporate events

Admin and Inventory Assistant (MAR 2021 to DEC 2022)

DHA VACCINATION CENTER- UAE

- Strengthened communication skills through regular interactions with others
- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Collaborated with the procurement team to establish steady supply of inventory.
- Developed inventory reports to provide management with comprehensive data on inventory levels.
- Keep stock of office supplies and place orders when necessary.
- Scanned documents and saved in database to keep records of essential organizational information.
- Create and update records and databases with personnel, financial and other data
- Demonstrated creativity and resourcefulness through the development of innovative solutions.

AREAS OF EXPERTISE

- Strategic planning
- Organizational Communication
- Performance Optimization
- Team Co-ordination
- Client Management
- Customer service
- Sourcing.

KEY COMPETENCIES

- Team Leadership
- Analytical
- Leadership
- Critical thinking
- Communication
- Turnarounds
- Negotiation
- Detail oriented
- Problem solving
- Ability to multitask
- Organization & Time management

MISCELLANEOUS INFORMATION

Technical Skills: Microsoft Office Suite, Adobe PDF

Operational Skills: inventory, stock management, Administration.

Language Skills: English (Fluent), Hindi (familiar), Malayalam (Familiar), Tamil (Native)

Inventory assistant (Jul 2017 – Feb 2021)

PARIS GROUP INT LLC - UAE

- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery
- Recorded information, shortages, and discrepancies to keep records current and accurate.
- Created databases and spreadsheets to improve inventory management accuracy
- Developed materials to educate staff on proper inventory management techniques.
- Assisted in processing of new inventory and disposal of outdated items to keep products fresh and up-to-date
- Developed and implemented strategies to keep stocks organized and reduce excess inventory.
- Maintained and organized inventory receipts and processed changes to reduce process lags.
- Completed stock inventories to identify and address issues negatively impacting controls.

Visa status

Visit Visa – valid till 29th October 2024.