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# MD. JASIM AKRAM



## Professional Profile

## STOREKEEPER / WAREHOUSE COORDINATOR 8+ Years of Gulf experience

*A mature professional with a strong commitment to experience and exposure, attain professional growth and show progress in performance by developing and executing the ability to satisfy the needs to skills effectiveness that leads to successfully job delivery.*

## PROFESSIONAL WORK EXPERIENCE

- April 2011 - January 2020 ➔ Nasir & Awad Al-Yami Company Trading and Contracting in Kingdom of Saudi Arabia (KSA) as **Storekeeper**
- June 2005 - August 2010 ➔ R. B. Prasad Construction Company in Mumbai (India) as **Storekeeper**

## DUTIES & RESPONSIBILITIES

- Take delivery of all incoming materials and reconcile with purchase orders.
  - Monitors monthly expenditure for budgets and prepares documents required to maintain balance accounts for review and approval by supervisor.
  - Locates and compile information and formats, graph, tables, records and other sources of information.
  - Maintains record through filing, retrieval, retention, storage, compilation, coding, updating and destruction.
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## SKILLS

- Leadership skills.
- Working under pressure
- Quick involving in new environment
- Passionate towards work and hardworking
- Professional and Positive attitude
- Ability to work in a team as well as individual
- Ability to make decisions and executes consistently

## SOFTWARE SKILLS

- (a) **AUTOCAD** from Lakhotia Computer Centre (LCC) in May 2010.
- (b) **MS Office** (Word, Excel, Powerpoint).

## EDUCATIONAL QUALIFICATION

| Examination | Specialization | School/college                     | Board/<br>University                              | Year of<br>Passing | Division |
|-------------|----------------|------------------------------------|---------------------------------------------------|--------------------|----------|
| HSC         | Commerce       | Karim City College,<br>Sakchi      | Bihar Intermediate<br>Education Council,<br>Patna | 2000               | First    |
| SSC         | Hindi          | Rajasthan Vidhya<br>Mandir, Sakchi | Bihar School<br>Examination Board,<br>Patna       | 1998               | First    |

## PERSONAL DETAILS

**Date of Birth:** 22<sup>nd</sup> April, 1982

**Marital Status:** Married

**Linguistic Ability:** English, Hindi, Bengali and Arabic

## VISITOR VISA DETAILS

**Passport Number:** P1461857

**Visa Expiry Date:** 05/01/2023