

Name: Mohammed Rafi Ahamed

Address: AlKhalidiya, Dammam, KSA.

Mobile: +966597347516

Email: rafiksain@gmail.com



-
- ⇒ Seeking a Challenging and responsible position in a highly reputed Organization where my expertise and experience should supremely be utilized.
 - ⇒ To join an organization that requires qualifies result oriented personnel and to be an asset for its qualitative and productive functioning.
-

CURRENT & PREVIOUS POSITION:

Store Keeper – (From 2011 Onwards) with Abdulwahed Furniture Factory (Dammam, KSA): is a manufacturer, importer & retailer of Home Furnitures, with factory located in AlKhalidiya, Dammam.

Office Assistant – (From 2006-2011) with Abdulwahed Furniture Head Office (Dammam).

Duties and responsibilities:

- ☞ Overseeing clerical tasks, sending emails, booking hotels and travel tickets for employee's vacation as well as others.
- ☞ Maintaining files for employees, keep records of their vacation and other necessary records.
- ☞ Organizes and archives records and documents, makes copies of paperwork and distributes as needed.
- ☞ Retrieves data and files for other department and personnel.
- ☞ Make a purchase order accordingly when goods required.
- ☞ Ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- ☞ Ensure accurate accounting of the material issue & received.
- ☞ Ensure proper safety measures are taken for the safety of the store area, materials in the store.

- ☞ Receive detailed and accurate information when goods arrive at the warehouse, then carefully check and record the quantity and condition of goods when moving in/out of the warehouse.
- ☞ Check goods receipt/issue requisition documents under regulations to ensure quality of goods and deliver the right item to avoid confusion.
- ☞ Receive delivery documents, make goods issue requests, save information on the goods management system and transfer it to the accounting department.
- ☞ Responsible for arranging neat and clean locations and premises to receive goods in a convenient, fast, and time-saving way when there is information on goods receipt.
- ☞ Ensure that the goods receipt and issue process does not damage the goods. Always maintained upto date in all respects in a presentable condition.
- ☞ Periodical stock verification and ensure correctness of stock of all times. Arrange goods neatly and cleanly as required.

ACADEMIC QUALIFICATION:

12th (10+2) from COHSEM, Manipur, India.

COMPUTER SKILLS:

Familiar with Microsoft Windows (installing & troubleshooting), MS Office (Word, Excel), PageMaker, CorelDraw, Photoshop.

Personal Details:

Father's Name: Late Keramat Ali

Address: Singerbond, Cachar, Assam, India 788103

Date of Birth: 24-08-1975

Marital Status: Married

Language Known: English, Hindi & Arabic

Iqama No. 2216880589

Passport No. B6713386 Valid upto 11-12-2033