**MOHAMED AZEEZ K S**

**Mobile: +91-9944946968**

**E-mail id**: [**azeezferoze@gmail.com**](mailto:azeezferoze@gmail.com)

**OBJECTIVE:**

Aspiring to prosper as a Secretarial Admin and Document Controller in the field of Information technology.

**PROFESSIONAL EXPERIENCE:**

* **WAREHOUSE IN-CHARGE CUM DOCUMENTATION (APR 2017 to DEC 2017) GOLDEN SYSTEM ELECTRONICS FZCO DUBAI-UAE.**
* **A**s Warehouse In Charge, in a trading company with IT Distribution Projects.
* Supervising and assisting in daily warehouse and shipping areas.
* Ensuring inventory transactions are accurate and overseeing cycle counts and reconciliation activities.
* Measuring and reporting the effectiveness of the department activities.
* Developing and maintaining departmental work instructions for all tasks.
* Maintaining storage area by organizing floor space, adhering to storage design principles, recommending improvements.
* Maintaining high level of customer service
* Developing the Bill of Entry, Goods Receipt Note, local Delivery Note and International Delivery Note
* Developing the Inbound and Outbound serial

**ACADEMIC QUALIFICATION:**

* **MASTER OF COMPUTER APPLICATION** in “Aalim Muhammed Salegh College of Engineering” and obtaining First Class with **7.27 GPA** IN 2016 – **ANNA UNIVERSITY**.
* **BACHELOR OF COMPUTER SCIENCE** in “DR.Zakir Hussain College” and obtaining First Class with 64% in 2014 – **ALAGAPPA UNIVERSITY.**
* **HIGHER SECONDARY SCHOOL** in “Muslim Higher Secondary School” and obtaining First Class with 65% in 2011.
* **SECONDARY SCHOOL** in “MuslimHigher Secondary School” and obtaining First Class with 77.8% in 2009.

**COMPUTER PROFICIENCY:**

Software Known : FOCUS, NET BEANS, MSOFFICE, DREAMWEAVER

**AREA OF INTEREST:**

* Web Design
* Testing
* Admin
* Networking

**STRENGTH:**

* Positive thinking
* Self-confident
* Dedicated and Hardworking

**PERSONAL DETAIL:**

Father’s Name : LATE. SHEIK NAZIMUDEEN K.S.

Date of Birth : (08/10/1993)

Gender : Male

Address : 29,East Street,Abiramam,Ramanathapuram,Tamilnadu-623601

Passport Number : K8962253

Nationality : Indian

Language Known : Tamil, English.

**DECLARATION:**

I hereby declare that the details furnished above are true to the best of my knowledge.

PLACE: SIGNATURE

DATE: (MOHAMED AZEEZ)