

MOHAMED AZEEZ K S
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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.**

- ✓ As 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 “Muslim Higher 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:
DATE:

SIGNATURE
(MOHAMED AZEEZ)