



# ABDUL AZIZ

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## ADDRESS

Al Hoora-Bahrain

## EDUCATION HISTORY

**2005 - 2008**

**Bachelor of Visual  
Communication**

**2008 - 2010**

**Diploma In  
Multimedia Suite**

## PROFESSIONAL CAREER SUMMARY

- 2024-2025 STOREMANAGER/PURCHASER  
CHOLA DYNASTY (BERGAMONT)-INDIA.**
- 2021-2023-STOCK INCHARGE-  
RAK CERAMICS-RAK-UAE.**
- 2019 / 2020 – STOCK INCHARGE  
ASSISTANT- AAROON SUGAR  
FACTORY-TAMILNADU-INDIA.**
- 2015 / 2018- OPERATION  
EXECUTIVES-GLOBE MARINE  
SHIPPING & LOGISTICS-SAUDI  
ARABIA.**
- 2015 / 2015- DOCUMENTATION &  
TRANSPORT CO- ORDINATOR-  
R.P. PATEL SHIPPING &  
LOGISTICS- TAMILNADU-INDIA.**
- 2014 / 2015- ARCHIVES CLERK –  
ENDLESS DOCUMENT AND  
STORAGE-UAE.**
- 2013 / 2014- DATA ENTRY  
OPERATOR CUM SUPERVISOR-  
MACRO TECH-TAMILNADU-  
INDIA.**
- 2011 / 2013- GRAPHICS DESIGNER-  
ABHA ADVERTISING LLC-DUBAI-  
UAE.**

## PROFILE

I'd really describe myself as a person with a versatile skill-set, a lot of integrity and a willingness to go the extra mile to satisfy a customer. Perhaps the best way to let you know what I'm about is to share with you a quick experience I had.

## **STORE MANAGER/ PURCHASER-TAMILNADU**

Designation : STORE MANAGER

Duration : 1 Year

Area of Exp : Operation in Hotel

## **SKILLS**

Windows & IOS

MS Office Suite

SAP/SLP

Adobe Suite

Quantos

CHEERS

## **LANGUAGES**

English

Tamil

Hindi

## **PERSONAL**

National : Indian

DOB : 3-01-1987

Visa Type : Valid Work permit

## **DUTIES AND RESPONSIBILITIES**

- Overseeing the daily operations of food, beverage, and consumable issuing.
- Communicating with the corporate Purchasing Department to monitor shortages, credits, and upcoming challenges.
- Planning ahead for upcoming cruises.
- Conducting a full bonded inventory monthly.
- Sourcing, negotiating, and procuring goods and services for the hotel.
- Minimizing expenses through effective purchasing and competitive prices.
- Identifying, evaluating, and negotiating with suppliers to establish strong relationship.

## **RAK CERAMICS-UAE**

Designation : STOCK INCHARGE

Duration : 2 years

Area of Exp : WAREHOUSE

## **DUTIES AND RESPONSIBILITIES**

- Maintaining and document work completing on daily basis presenting the report of the management.
- Inspect the quality of the received products looking for damaged or wrong items and report discrepancies to the hierarchy.
- Maintain all company quality records, audit results reports, and files.
- Receives and inspects all incoming materials and reconciles with purchase with orders processes and distributes documentation with purchase orders, reports documents and tracks damages and discrepancies on orders received.
- Handle and document storage and transportation of hazardous materials.
- Maintains the materials incoming per P.O and physical check as per packing list receive in the system as soon as possible.

## **GLOBE MARINE LOGISTICS-KSA**

Designation : EXPEDITOR

Duration : 3 Year

Area of Exp : OPERATION IN SEAPORT LOGISTICS

## **DUTIES AND RESPONSIBILITIES**

- Co- ordinate with different forwarders and shippers & shipping line through Mail.
- Management and preparation of documentation required for the execution of Shipping and Customs activities, such as import, export, and transit of materials in accordance with Customs, port requirements, and internal company procedures
- Collecting documents for the export shipments & Import Shipments
- Handover these documents to the clearance broker and clear the Shipment for the manifested vessel.
- Expedites movement of cargo containers between ports to ensure adequate supply of empty containers for shipper.
- Records movement of loaded and unloaded cargo containers between ports and number of containers available for shipping cargo.
- Expedites delivery of loaded containers to consignee, using telephone or Teletype.

## **RP PATEL SHIPPING&LOGISTICS-IND**

Designation : DOCUMENTATION/TRANSPORT

Duration : 6 MONTH

Area of Exp : OPERATION IN LOGISTICS

## **DUTIES AND RESPONSIBILITIES**

- Maintain a log of pending third party actions and follow up with the appropriate third parties. Send a weekly update on pending project activities and notify the involved parties for tracking appropriate action actions.

- Provide administrative support to the project by participating in internal and customer meetings to accurately record meeting minutes and action items.
- Support meeting scheduling and resource requirements
- Maintain delivery schedules and track deliveries to ensure deliveries are met.
- Coordinators update and provide tracking information to customers as well as to internal managers.
- Monitors and report drivers issue such as accident, safety concerns or licensing issue

### **ENDLESS DOCUMENTSTORAGE -UAE**

Designation : ARCHIVES CLERK

Duration : 1 Year

Area of Exp : OPERATION/ADMISTRATION

### **DUTIES AND RESPONSIBILITIES**

- Perform general office duties such as typing, operating office machines, and sorting mail.
- Track materials removed from files in order to ensure that borrowed files are returned.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.

### **MACRO TECH LTD-IND**

Designation : DATA ENTRY OPERATOR

Duration : 1 Year

Area of Exp : ADMISTRATION

### **DUTIES AND RESPONSIBILITIES**

- Maintained records of forms entered and checked for quota tracking purposes.
- Analyzed methods to improve efficiency in entering data and tracking quota.

**THANKING YOU.**

