

CURRICULUM VITAE



MD NASEERUDDIN AHMED
Mobile No : 0091 88010 16820

Email:mohmdnashgulf@gmail.com

Objectives:

I'm multi skilled, competent and desire to continually improve, broaden my knowledge to increase my value to the company. I'm deeply motivated, recognized as being rigorous and organized. Open minded and multilingual, I enjoy a lot working in international environment and can easily adapt myself to new situation. I'm also very keen to learn and to put the knowledge I've gained into use,

Duties & Responsibilities :

- Raising of Material Request with proper material / cost coding as per company requirement.
- Receives materials and supplies necessary for either the entire operation and/or specified segment of the production
- Monitor Loads and unloads equipment and supplies from trucks.
- Unpacks operational and/or instructional materials, supplies, tools and equipment.
- Verifies articles received against packing lists and purchase orders.
- Stores articles in prescribed bins, racks, shelves and floor sites.
- Packs and ships materials, supplies, tools and equipment.
- Inspects incoming materials for wear, damage or defect.
- Notifies the proper persons if repairs or adjustments are required.
- Performs the clerical checking of incoming goods as they are being received and associated.
- Recordkeeping duties in support of the storekeeping function
- Uses an online computer system to update and maintain inventory and order data base.
- Applies code numbers to material and equipment from existing code systems.
- Labels or tags items for storage or tracking as required.
- Inventories stock as scheduled or required.
- Maintains accurate shipping, receiving, and inventory records.
- Labels and tracks assets.
- Controls record storage and disposal.
- Notifies supervisor when supplies are getting low.

- Keeps stock area in a clean and orderly condition as per for safety and hazardous concern.
- Directs and provides instruction in work procedures to the co-workers.
- Performs related duties as required or assigned.
- Maintaining Calibration of tools, pressure gauges, pumps & recorders records.
- chasing of MRF material delivery with purchase department / expeditor.

Working knowledge on computer MS-Office (Word, Excel & PowerPoint), SAP.

Working Experience:

Kab system, compusy point	INDIA	03 Years Experience
Arcad Computer systems	DUBAI- UAE	02 Years Experience
El Khereiji Establishment	RIYADH-KSA	06 Years Experience

Academic Qualification:

Board of Secondary Education S.S.C Attested by UAE Embassy
Bharitya Vidya Bhavan CBSE English medium INDIA

Inter Education
Bharitya Vidya Bhavan CBSE English medium INDIA

Diploma in computer Application six months course
I.C.T. Registered By Govt of HYDERABAD

Technical :

Industrial Training Institute certificate by Govt of INDIA ELECTRICAL
Attested by Govt of India & UAE Embassy

Diploma in office Automation
Completed from word master Govt Regstd Infosys Hyderabad.

One year Diploma in Hardware and Net working
Completed from word master Govt Regstd Infosys Hyderabad.

Languages Known:

English, Hindi, Arabic, Urdu, Kannada and Telugu.

Personal Details:

Name	:	MOHAMMED NASEERUDDIN AHMED
Fathers Name	:	MOHAMMED ZAINULLABUDDIN
Date of Birth	:	03 -10-1980
Nationality	:	Indian
Religion	:	Islam
Marital status	:	Married

Passport Details:

Passport Number	:	L9668819
Place of issue	:	RIYADH
Date of issue	:	11/06/2014
Date of Expiry	:	10/06/2024
Visa Status	:	Hunting JOB
Driving License	:	Holding valid Indian driving License

I hereby declare that all the statement and information furnished above is true to my knowledge and belief.

Your's truly,

MD NASEERUDDIN AHMED

