

## Curriculum Vitae

**H. JAHABAR SADIQ**

Email: jafar6691@gmail.com

MobileNo: +971 50 943 1575



**Career Objective:**

To associate with a dynamic corporate environment, requiring organizational skills that help to add value to the organization and there by achieve professional environment.

### **Professional Experiences:**

- |                           |                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------|
| ➤ <b>Data Entry</b>       | July 2020 to November 2021<br>Asika Jewellery, kumbakonam,<br>Tamil Nadu, <b>INDIA</b>       |
| ➤ <b>Store Keeper</b>     | April 2018 to May 2020<br>United Foods Company PJSC, <b>DUBAI</b>                            |
| ➤ <b>Store Keeper</b>     | November 2014 to November 2016<br>Bamako Auto Spare Parts LLC, <b>DUBAI</b>                  |
| ➤ <b>Customer service</b> | March 2012 to April 2014<br>Trichirappalli International Airport,<br>Tamil Nadu <b>INDIA</b> |

**Educational Qualification:**

2008 - 2011      **B.Com** at Bharathidhasan University  
Jamal Mohamed College, Trichy India  
having B+ Grade Passed out at 2011.

2012 (6months) **Air Ticket & CRS Program**  
Institute of Airlines and Travels Agencies, Chennai

### **Responsibilities:**

- Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Prepare goods to be shipped out along with appropriate paper work.
- Receive goods and ensure that they correlate to the accompanying delivery.
- Prepare the customs documents.
- Take inventory of stored goods – count and record number of items received and sent out.
- Take and file request for returning or replacing items.
- Material properly dispatch the customers.
- Completing team-related paper work.

### **Computer Proficiency:**

Microsoft Office, Tally ERP9  
& DOA

### **Passport Details:**

Passport NO	: V2179227
Date of Issue	: 20/09/2021
Date of Expiry	: 19/09/2031
Place of Issue	: TIRUCHIRAPALLI - INDIA

**Personal Details:**

Father Name : Haja Kuthubudeen  
Nationality : Indian  
Date of Birth : 06/06/1991  
Marital Status : Married  
Language Known : English, Hindi, Tamil and Malayalam  
Visa Status : Long term visit visa  
Date of Expiry : 05/07/2022  
Permanent address : 392, South Street,  
Podakkudi - 614103  
Thiruvarur - District

**Declaration:**

I hear by solemnly declare that the above furnished details are true to the best of my knowledge.

Yours faithfully,

DATE :

PLACE:

(H.JAHABAR SADIQ)