

CURRICULUM VITAE

Ullas Nazeer

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CAREER OBJECTIVE

Seeking for challenging and responsible position to work in an environment, which leads me to attain high proficiency and open opportunities for growth, and where I can find opportunities to make full use of my education and experience.

AL RUSHAID TRADING COMPANY (NOVEMBER 2020 TO TILL THE DATE)

Position : Store keeper

JOB RESPONSIBILITIES: -

- ❖ Receive and forward all types of goods and deliveries in and out of the warehouse 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.
- ❖ Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been receiving.
- ❖ Responsible for storage of both Machneries & Spareparts and operational stock.
- ❖ Responsible for the day to day check on the storage facilities of upkeep and hygiene.
- ❖ Refuse acceptance of damaged, unacceptable, or incorrect items.

ARAMEX (DECEMBER 2017 – OCTOBER 2020)

Position: Courier Delivery

JOB RESPONSIBILITIES: -

- ❖ Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.

- ❖ Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied. ❖ Assisting with loading and unloading items from vehicles ❖ Accepting payments for delivered items.
- ❖ Providing excellent customer service, answering questions, and handling complaints from clients.
- ❖ Adhering to assigned routes and following time schedules.
- ❖ Abiding by all transportation laws and maintaining a safe driving record.
- ❖ Preparing reports and other documents relating to deliveries.

SALEH ALMUBAYAD (NIRAPARA) (JANUARY 2016 – NOVEMBER 2017)

Position: Salesman

JOB RESPONSIBILITIES: -

- ❖ Loading, transporting, and delivering items Nirapara Food Items. ❖ Assisting with loading and unloading items from vehicles ❖ Accepting payments for delivered items.
- ❖ Providing excellent customer service, answering questions, and handling complaints from clients.
- ❖ Adhering to assigned routes and following time schedules.
- ❖ Abiding by all transportation laws and maintaining a safe driving record.
- ❖ Preparing reports and other documents relating to deliveries.

AL-SAGAR TRADING EST. JUBAIL (OCTOBER 2011 – DECEMBER 2015)

Position: Shop Salesman.

JOB RESPONSIBILITIES: -

- ❖ Present, promote and sell products/services using solid arguments to existing and prospective customers.
- ❖ Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- ❖ Establish, develop and maintain positive business and customer relationships
- ❖ Expedite the resolution of customer problems and complaints to maximize satisfaction
- ❖ Achieve agreed upon sales targets and outcomes within schedule ❖ Coordinate sales effort with team members and other departments ❖ Continuously improve through feedback.

CHAIN COMPUTERS, INDIA

(August 2008 – September 2010)

Position: Instructor

Assembling pc, troubleshooting, installing software, Networking, Assembling Server and installing NT4.00 and 2000 & Network configuration and troubleshooting.

ACADAMIC QUALIFICATIONS

Course	Specialization	Institution/University	Year of Passing	% of Marks
Higher Secondary	Humanities	Board of Higher Secondary Kerala State Education	2004	63%
SSLC	Common Core	Board of Kerala State Education	2002	60%

OTHER QUALIFICATIONS

- ❖ Diploma in computer application.
- ❖ Diploma in office automation.
- ❖ Computer hardware& networking.

HIGHLIGHTS OF QUALIFICATIONS

- Knowledge of MS Word, Excel, Power point and the Internet.
- Flexible, responsible, hardworking and team player.
- Knowledge of Networking & computer Maintenance.

PERSONAL INFORMATION

Date of Birth & Age : 22-may-1987

Father's name : Nazeer. M

Sex : Male

Marital Status : Married
Languages Known : English, Arabic, Hindi, Malayalam and Tamil.
Nationality : Indian
Religion & Caste : Islam, Muslim
Licence : Motorcycle, Hmv (India), Medium licence in Saudi.
Passport No. : M5742337
Visa Status : Valid and Transferable Iqama

DECLARATION

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

Date:

Place:

(Ullas Nazeer)