**CURRICULUM VITAE**

**PERSONAL INFORMATION:**

**Name : Tajammul Abdul Razzak Bhakshey**

**Contact No : 00966551289097**

**Email : tasmiyabhakshey@yahoo.com**

**Date of Birth : 13.03.1982**

**Nationality : Indian**

**Marital status : Married**

**Languages : English, Arabic,Hindi, Urdu**

**Sex : Male**

**PROFESSIONAL OBJECTIVES:**

**Looking for a challenging & demanding position in a well-reputed organization, which can utilize my experience to its fullest extent and where there is a need to share broad co-operative efforts through sound services for the all-round development of the company in a professional way.**

**EDUCATIONAL QUALIFICATION:**

* **Bachelor's Degree in Arts (B.A) (Economics)**

**Maharashtra College of Arts, Science & Commerce (Mumbai University) India**

**COMPUTER SKILLS:**

* **Ms-Excel, Ms-Word & Internet.**
* **Erp ( Accounting Software )**
* **Oracle ( Accounting Software )**

**TOTAL GULF EXPERIENCE:12 Years**

**WORK EXPERIENCE:**

**COMPANY NAME: ITALIAN APPLIANCES TRD CO. (ELBA)(Saudi Arabia,Jeddah)**

**DEPARTMENT: SPARE PARTS**

**PERIOD : FEBRUARY 2020 TO STILL WORKING**

**DESIGNATION : STOREKEEPER**

**JOB RESPONSIBILITIES :**

* + **Keeping data (Email ID of concerned person) regarding services from different factories of foreign suppliers.**
	+ **Requesting the Catalogue (Exploaded View) and spares parts list with cost from different factories of foreign suppliers.**
	+ **Making spares parts orders of current and old models from different factories of foreign suppliers.based on the transactions movement of spares parts.**
	+ **Follow up the spares parts up to receive them from different factories of foreign suppliers.**
	+ **Goods receiving and goods received quantities checked with the purchase invoice or packing list and confirm there will be no shortage and damage goods**
	+ **Item creation for new spare parts in onyx ERP software.**
	+ **Packing and barcoding. Packed spares parts arrange in appropriate shelf (locator) and update in the shelf number (locator) file in our system.**
	+ **Making Purchase report in excel sheet and forward to the Account department for the purchase entry in the s onyx ERP software.**
	+ **Making Warehouse transfer for dispatch goods to another branches in onyx ERP software.**
	+ **Making Request out transfer for receiving goods from another branches in onyx ERP software**
	+ **Assisting Technicians and customer service by providing the spares parts and their barcodes based on catalogue.**
	+ **Checking the spare parts order enquiry from Different Customers (merchandiser) arranging and dispatching.**
	+ **Checking under warranty spares parts of daily fixed by each technicians in each branches and giving report to the Accountant.**
	+ **Keeping recorded of Sales Invoices, out transaction, In Transaction, purchase invoices etc.**

 **WORK EXPERIENCE:**

 **COMPANY NAME : Juma Al Majid Group. (United Arab Emirates)**

 **DESIGNATION : STOREKEEPER (Tyre Department)**

 **PERIOD : December 2010 to June 2017**

**COMPANY PROFILE:**

**Juma Al Majid Group (Yokohama & China Tyre), Dubai, UAE**

**(**[**www.al-majid.com**](http://www.al-majid.com/)**) Tyre department is one of the oldest businesses within the group representing premium. International brands in the UAE. such as GE, Samsung, Gibson, Gem Gas, Carpet, Hyundai , Kia Motors ,Furniture, Spare Parts, Building Materials, Investment, Firefighting, Electro Mechanical Works , Safety Security , Batteries, Water Treatment and Real Estate etc.**

**JOB RESPONSIBILITIES:**

* **Preparing Delivery Schedule**
* **Preparing complete orders for deliverybased on company procedure**
* **Preparing Delivery Note For Customers Delivery**
* **Communicate With Customers Regarding Delivery**
* **Goods Receiving.**
* **Check Goods Received Quantities & Specification against purchase Order**
* **Checking Physically Stock And Specification With Oracle ( Company ) SoftwareQty ( Monthly, Surprise & Annual )& Audit with Stock Controller**
* **Keeping Inventory Of All Materials.**
* **Maintaining Files For Warehouse Transaction Documents**
* **Reporting Any Discrepancies**
* **preparing Goods Received Note ( GRN ) Against Received Material From Suppliers**
* **Preparing Sales Return Note ( SRN ) against return material From Customers**
* **Arranging Space For Material Arrangement**
* **Communicate With Staff**
* **Preparing production report Of Tyre**
* **Updating Over Time Report Of Staff**
* **Managing the Loading and Off Loading Vehicles**
* **Inform regarding the Defective or Damaged & Available Stock**

**WORK EXPERIENCE:**

 **COMPANY NAME : Afros & Partners Trading Co. (OMAN)**

**DESIGNATION : STOREKEEPER**

 **PERIOD : March 2007 to March 2010**

**Company Profile : Leading Distributor of Optical Sunglasses & Frames**

 **: Branches: Uae & Kuwait**

**JOB RESPONSIBILITIES:**

* **Goods Receiving.**
* **Check Goods Received Quantities & Specification against purchase order**
* **Inventory Control, Monitoring Stock Moment**
* **Preparing Purchase Invoices**
* **Preparing Daily & Monthly Stock Report**
* **Preparing Sales Invoices**
* **Preparing Sales Return**
* **Handling 6500 items**
* **Preparing of Delivery Schedule**
* **Supply Goods to the Customers based on company procedure**
* **Inform regarding the Defective or Damaged Stock**

**PASSPORT DETAILS:**

**Number : V 5268752**

 **Date of Expiry : 27-06-2032**

 **Issued at : JEDDAH**

**Declaration: I hereby declare that the above said particulars are true to the best of my Knowledge.**