



Muhammadu Azhar Abdul Azeez

Contact Details

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Skill Highlights

1. Help Desk, Administration & Customer service.
2. Staffs time management & Pay roll.
3. Competent user of MS office
4. Reports preparation.
Composing email
5. Store Material Control.

Languages

Arabic-Fluent
English-Fluent
Tamil-Fluent
Hindi-Fluent
Malayalam-
Sinhala

Professional Experience

Messenger & cash collector

Al Jaber Clearance and Shipping Co.
2021 To till Now

- Collecting D/O and Documents from Customer
 - Submitting Documents to the Airport and Seaport
 - Collecting Cheque and Cash from Customer
- * Loaded vehicle and properly secured items to prevent damage during transportation.
- * Completed on-time deliveries by choosing the best and most efficient routes.
- * Drove company truck for local and intra-state pick-ups and deliveries.
- * Loaded and secured items in trucks.
- * Verified that vehicle inspection stickers and registrations were current.
- * Recorded each delivery using the proper paperwork before leaving the warehouse.
- * Inspected truck equipment and supplies and reported problems and safety hazards to supervisors.
- * Contacted customers prior to delivery to confirm and coordinate delivery times.

Data Entry & Store In charge

Al Wathanya Congrete WLL
2014 To 2020

- * Issuing the requested materials from every department.
- * Preparing monthly required goods & sending to suppliers & follow up.
- * Conducting monthly inventory & reporting to finance department.
- * Updating the invoices in POS.
- * Checking the quality of goods & quantity on delivery.
- * Make sure the goods are allocated designated shelf's.
- * Assisting the managers to preparing th reports.
- * Conducting the monthly & annual stock tacking.

Education Qualification.

- Completed GCE O/L at 2005 Zahira College Anuradhapura.
- **Holding Qatar Driving License from 2021**

Hereby I certify that all of above information in true and correct to the extent of my knowledge & Ability.