**CURRICULUM VITAE**

**PERSONAL INFORMATION:**

**Name : Tajammul Abdul Razzak Bhakshey**

**Contact No : 00919511692790**

**Email : tajammul.bhakshey@yahoo.com**

**Date of Birth : 13.03.1982**

**Nationality : Indian**

**Marital status : Married**

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

**Sex : Male**

**Notice Period : Immediate Joining**

**TOTAL GULF EXPERIENCE:13 Years**

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

**DEPARTMENT: SPARE PARTS**

**PERIOD: FEBRUARY 2020 TO SEPTEMBER 2023**

**DESIGNATION: STOREKEEPER**

**JOB RESPONSIBILITIES:**

* + **Keeping data (Email ID of concerned person) regarding services from different factories of foreign suppliers.**
  + **Requesting the Catalogue (Exploded 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 transaction’s 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 technician in each branch and giving report to the accountant.**
  + **Keeping recorded of Sales Invoices, out transaction, In Transaction, purchase invoices etc.**

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

**DESIGNATION : STOREKEEPER (Tyre Department)**

**PERIOD : December 2010 to June 2017**

**JOB RESPONSIBILITIES:**

* **Preparing Delivery Schedule**
* **Preparing complete orders for delivery based 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) Software Qty (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**

**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**

**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)**

**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.**