

# MOHAMED ASARUTHIN J



“I believe that the secret of success is to try to always improve yourself no matter where you are or what your position is”

## CONTACT

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## PASSPORT DETAILS

Passport No : Z6534713  
Place of Issue : Coimbatore  
Date of Issue : 06.12.2021  
Date of Expiry : 05.12.2031

## LICENSE DETAILS

I have Qatar Driving License  
Date of Issue : 15.10.2024  
Date of Expiry : 14.10.2029

## PERSONAL INFO

Nationality : Indian  
Date of Birth : 16.09.1990

## PROFILE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EMPLOYMENT HISTORY

**Warehouseman, GWC (Gulf Warehousing Company, Qatar)** January 2024 – Present

- Management of Customer Stocks
- Major areas are receiving, picking, put away and packing and handles RF.
- Ensures the SOP is followed and without errors.
- During Receiving cross verifies the packing list/Receiving Tally Sheet and physical product any discrepancies found Nonconformance report would be raised.
- Follows up with the TL and customer service executive for the clearance once the NCR is cleared takes special care in receiving the item and does the put away.
- Most of the major customer containers are handled and received.
- On Dispatch pick list is verified with delivery sheet and ensure to pick the exact item from the location and pallet id and cross verifies again before leaving for the dispatch.

## MHE Handling

- Counterbalance Electric Forklift, VNA and RT
- Industrial powered trucks as per OSHA regulations for Hand Pallet Truck.

## WORK EXPERIENCE

- Worked as a **Service Advisor** in **CAI INDUSTRIES PVT LTD Mahindra** from Oct2011 to Mar 2013 Erode, Tamilnadu.
- Working as a **Service Advisor** in **S7 CARS INDIA PVT LTD Skoda** from Mar-2013 to Aug - 2014.
- Worked as a **Customer Relationship Manager** in **MARVEL AUTOS Fiat** from Nov-2014 to Oct-17.
- Working as a **Station Supervisor** in **Amazon Logistics Pvt Ltd** from June 2020 to Oct 2023.

## LANGUAGES KNOWN

Tamil  
English  
Malayalam  
Hindi

## AREA OF INTEREST

Inventory planning management  
Customer Service  
Preparing delivery documents

## HOBBIES

Cricket  
Tennis  
Driving

## SKILLS

- Ability to work in a team.
- Ability to work under pressure.
- Creative problem solving
- Communication Skills
- Computer skills
- Decision making
- Effective time management
- Fast learner
- Flexibility and adaptability
- Good team player
- Microsoft Office
- Time management
- Solving complex problem in a systematic way

## JOB DUTIES

### The duties of a service advisor include:

- ❖ Greeting service managers make sure that the needs of their customers are being satisfied. Your aim is to provide excellent customer service and to promote this idea throughout the organization you work for managing a team of customer service staff.
- ❖ Handling face-to-face enquiries from customers. Referring the Customer service executives use their skills and experience to ensure that a company delivers the highest standards of service to customers.
- ❖ Depending on the size of the business, the executive may deal directly with customer's inquiries and complaints, or manage a team of customer Service representatives Handling customer complaints and maintaining high customer satisfaction standards.

### Job Role and Responsibilities:

The primary responsibilities of customer Service Executive would be Answer calls professionally to provide information about products and services, take cancel orders, or obtain details of complaints.

## EDUCATION QUALIFICATION

- **DAE** : Diploma in Automobile Engineering **Al Ameen Polytechnic Collage, Tamilnadu.**

## ADDITIONAL QUALIFICATION

- Ms Office Package: **Word, Excel, PowerPoint**

## ACHIEVEMENTS AND TASK DONE

- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels
- Checking orders, bills, items received, inventory and deliveries for accuracy.
- Maintaining records, reporting relevant information and preparing any necessary documentation.
- A Grade of National Cadet Corps in school
- Performance in state level cricket tournament.

**DECLARION**

I hereby declare that the above given information is true to the best of my knowledge and belief.

Yours Sincerely,

Place:

Date:

[J. MOHAMED ASARUTHIN]