

## CURRICULUM VITAE

**H. IDAYATHULLAH**

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### **OBJECTIVE:**

Seeking a challenging position to work with an organization that gives me scope to update my knowledge and skills using the latest Technologies and to be a part of a team that dynamically works towards the progressive growth and thus becoming a resourceful asset and value to the organization.

### **QUALIFICATION:**

- ❖ B.Sc.- Bachelor of Computer Science from Bharathidasan University, India

### **ADDITIONAL QUALIFICATION:**

- ❖ Diploma in Computer Hardware
- ❖ Ms-Office

### **PERSONAL TRAITS:**

- ❖ Excellent Communication and interpersonal skills
- ❖ A self-starter, enthusiastic
- ❖ Able to deal with analysis and organize data
- ❖ Willing to learn new skill

### **EXPERIENCE:**

Title	: <b>Receiver &amp; Stocker</b>
Company	: UNICERAMIC, Qatar
Duration	: Jun 2025 – Till Date

### **JOB RESPONSIBILITIES:**

- Maintaining record of materials processing in store
- Receiving raw materials and located in the warehouse correct location
- Receiving spare parts (MEP) and check the quantity as per invoice
- Keep the spare parts (MEP) and production materials at the correct store location
- Spare parts (MEP) and production, raw materials records keep it stock cards and inventory system.
- Update daily production consumption report
- Update daily stock movement

**EXPERIENCE:**

Title : **Production & Warehouse Man**  
Company : DAR AL NASEEJ (SIMEX GROUP), Qatar  
Duration : Jan 2025 – Mar 2025

**JOB RESPONSIBILITIES:**

- Checking daily processing of delivery truck.
- Maintain and monitor of warehouse stock movement
- Handle and moved of stock from production to warehouse
- Handle the staff of warehouse and production section
- Monitoring daily production and transaction

**EXPERIENCE:**

Title : **Store Incharge (Store, Ware House)**  
Company : EDGE WATER (QP Project), Qatar  
Duration : Jan 2015 – Nov 2017

**JOB RESPONSIBILITIES:**

- Receives and inspects all incoming materials and reconciles with SAP
- Checking materials and dispatch plants according purchase orders with SAP
- Processes and distributes documentation and materials with purchase orders, reports, documents
- Tracks damages and discrepancies on orders received Creates under supervisor
- Maintains the warehouse, records area and stores area in neat and orderly manner Communicates Well
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.

Title : **Store Keeper**  
Company : MH Enterprises., FMCG, Dubai  
Duration : Jun 2013 - Jul 2014

**JOB RESPONSIBILITIES:**

- ❖ Receiving of picking list for food material and checking according pick list.
- ❖ Track damages, discrepancies on orders received Creates repick list.
- ❖ Keep clean warehouse food stock like freezer, cooler, normal and display foods.
- ❖ Taking perpetual stock counts on daily, monthly basis for stock items and solving shortage and excess accordingly.
- ❖ Taking annual stock counts on yearly basis for stock items.

Title : **Operation Assistant cum Customer Services Assistant**  
Company : GAC logistic park, Jebel Ali, Dubai  
Duration : Dec 2008 – Jan 2012

#### **JOB RESPONSIBILITIES:**

- ❖ Cooperate for handling and managing logistic and warehousing operations
- ❖ Receiving of shipments as per the delivery orders and preparing the GRN
- ❖ Taking perpetual stock counts on monthly basis for stock items and solving shortage and excess accordingly.
- ❖ Taking annual stock counts on yearly basis for stock items.
- ❖ Attending the Telephone calls and customer Queries,
- ❖ Keeping good filing system for all documents.

#### **SKILLS**

- General Storekeeping and warehouse duties
- Maintain accurate manual and computer records
- Perform physical labor
- Understand and carry out oral and written instructions
- Driving forklift
- Cooperative working relationships
- Demonstrate sensitivity to, and respect for a diverse population

#### **LANGUAGES KNOWN:**

English, Hindi, Malayalam and Tamil

#### **PERSONAL DETAILS:**

Date of Birth : 13 May 1984  
Nationality : Indian  
Religion : Muslim  
Marital Status : Married

#### **PASSPORT DETAILS:**

Passport No : Y 1616560  
Date and Place of Issue : 06-04-2024 / Thiruchirappalli  
Date of Expiry : 05-04-2034  
Visa Status : Transit VISA

#### **DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Yours faithfully  
H. Idayathullah