

Meeralebbe Rasak Mohamed Risath



Contact

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Profile

Dedicated and hardworking professional with experience in storekeeping, production data entry, translation, and graphic design. Skilled in managing inventory systems, accurate data handling, multilingual translation (Arabic, English, Tamil), and creative design work. Known for strong attention to detail, communication skills, and ability to work in fast-paced environments.

Skills

- Graphic Design (Posters, Banners, Social Media Posts, logo)
- Adobe photo shop, illustrator, indesign
- Microsoft Office (Word, Excel, power point)
- Storekeeping & Inventory Management
- Production Data Entry
- Arabic & English & Tamil Translation
- Typing (Arabic, English, Tamil)

Language

- English - Full Working Poficiency
- Arabic - Full Working Poficiency
- Hindi - Full Working Poficiency
- Malayalam - Full Working Poficiency
- Tamil- Native

Education

Higher Studies in Islamic Theology and Academic Subjects | East Ceylon Arabic College (2018 - 2024)

- GCE Ordinary level Examinations (2021)
- GCE Advance level Examinations (2023)

Graphic Design

Marazin Academy

2025
(Kalmunai)

Experience

1. Storekeeper & Production Data Entry Company: Elitex Elite Paper Tissue Industry - Qatar (present)

- Managed stock and warehouse inventory.
- Recorded production data accurately.
- Handled material receiving and dispatch.
- Maintained daily reports and documentation.
- Supported production operations.
- Accurate records of inventory, stock receipts and issues are maintained.
- Receiving, inspecting and verifying incoming goods against invoices
- Supplies supplied as per requests and stock registers maintained
- Regular stock checks and physical inventory audits were conducted
- Minimum and maximum stock levels are monitored to avoid shortages

2. Store Keeper Rich Food Hotel (2022 /2023)

- Inventory Management
- Stock Monitoring
- Data Entry & Record Keeping
- Material Receiving & Issuing
- Store Organization
- Report Preparation