



## Maksood Mayer

**Gender:** Male

### CONTACT

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### ● Passport Details

Passport No: V-6906348

Place of Issue: Pune

Date of Issue: 16-02-2022

Date of Expiry: 15-02-2032

## WORK EXPERIENCE

● **12/2022 – 06/2024 – Abu Dhabi, United Arab Emirates**

### Purchaser Cum Senior Storekeeper

H.H Dr Sheikh Sultan Bin Khalifa Al Nahyan

- Buying food & cleaning materials.
- Preparing order daily, weekly and monthly.
- Maintaining inventory min max stock.
- Receipt delivery notes in system.
- Maintaining inventory furniture store.
- Receiving materials from supplier.
- Handling maintenance works.
- Distributing works to co co-worker

● **04/2021 – 11/2022 – Dubai, United Arab Emirates**

### Senior Storekeeper

Trans Guard Group

- Providing excellence customer satisfaction
- Well knowledge in computer Skill
- Well knowledge of GRP inventory transactions
- Well knowledge of Maximo inventory transactions
- Well knowledge of Projects Materials handover Process.
- Handling Engineering Buffer Stores
- Stock re-ordering.
- Maintaining stock level.
- Creating Requisition to End-Users
- Delivering materials to customers
- Follow-up pending delivery status
- Expertly received and resolved complaints to ensure 100% customer satisfaction.

● **07/2013 – 03/2021 – Dubai, United Arab Emirates**

### Senior Storekeeper (Acting Team Leader)

Dubai Airports Company

- Providing excellence customer satisfaction
- Excellent command in computer Skill
- Well knowledge of GRP inventory transactions
- Well knowledge of Maximo inventory transactions
- Well knowledge of Projects Materials handover Process.
- Handling Engineering Buffer Stores
- Stock re-ordering.
- Maintaining stock level.
- Creating Requisition to End-Users
- Delivering good to customers.
- Used Net stock software to monitor and maintain inventory levels, achieving stock management objectives.
- Researched issues to obtain appropriate answers to customer inquiries.
- Follow-up pending delivery status
- Ordering and buying materials from supplier

**07/2008 – 07/2013 – Dubai, United Arab Emirates**

### **Scooter Operator**

Dubai Airports Company

- Minding trolley in departure and arrival.
- Taking trolleys with scooter.
- Taking care of checking areas, customs area, baggage areas (arrival belts) and car parking.
- Hand overing all the equipment's (radio, scooters, and trolley shifting elevator).

**02/2006 – 05/2008 – Dubai, United Arab Emirates**

### **Messenger**

Mawakib Tours and Travels

- Managed delivery documentation process, ensuring clients signed invoices and credits upon delivery.
- Minimized complaints by promptly advising customers of changes in schedule and delivery times.
- Handled items in conformance with company policy to guarantee consistent client confidentiality.
- Handling bank related works.

**01/2004 – 08/2004 – India**

### **Computer Service Technician and Trainee**

Chogle Computer

- Teaching MS office to clients and school.
- guide new fresher technician, solving issued and other installation of different operating system
- Problem solver of computer laptops.
- Formatting PCs, installation MS office, operating system excreta...
- Attending customers call and solving problem.
- Maintaining inventory of computer parts.

**01/2003 – 12/2003 – India**

### **Computer Service Technician**

Bitwin Computer

- **Tubal shooting of computer laptops.**
- Formatting PCs, installation MS office, operating system excreta...
- Attending customers call and solving problem.
- Maintaining inventory of computer parts.
- Ordering and buying materials from supplier.

## EDUCATION AND TRAINING

2003 – India

**Maharashtra State Board**

H.S.C

2001 – India

**Kolhapur Board**

S.S.C

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Hindi | Urdu | Marathi

**OTHER LANGUAGE(S):**

English

Listening	Reading	Spoken production	Spoken interaction	Writing
A2	A2	A2	A2	A2

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## DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft PowerPoint

## ADDITIONAL EDUCATION CERTIFICATIONS

### Details

- “Certified Dangerous Goods Handling in Supply Chain (CDGH)” Course done on May 2017 in Dubai.
- “Laser Engraving” Machine Course on November 2015 in Dubai.
- Done Training “Safety at Work” from Dubai Airports.
- Computer Hardware from Computer Et. Cetra.
- Web Page Designing from Profile Computers.
- M.S Office Application from Data Soft Computers.
- Certificate of Achievement “My Airport Our Journey” From Dubai Airports Training
- Certificate of Achievement “Security Awareness” From Dubai Airports Training.
- Certificate of Appreciation” from Dubai Taxi Corporation RTA.
- Certificate of Achievement “MyDAS HR Self Service Awareness Session.
- Certificate of Achievement “HSSE Airport Induction English”
- Certificate of Achievement “CSEP Professional Effectiveness
- Certificate of Achievement “CSEP Customer Experience Journey”
- Certificate of Achievement “CSEP Technology Oracle Training”
- Certificate of Achievement “CSEP Technology Maximo”
- Certificate of Achievement “CSEP Individual Assessment”
- Certificate of Achievement “CSEP Process Fulfillment”
- Certificate of Achievement “Communication Skills”
- Certificate of Achievement “Safe and Un-safe Acts”