Post applied for : **STORE KEEPER**

**SIDDIQUE ROOMAN MOHD TAHSEEN**

**Al –Omaier Trading & Contracting Co.,**

**Post box. No. : 136, Al Majmah – 11952**

**Riyadh- K.S.A.**

**Mobile No. : 00966-551269679/ 00919892123659**

**Email : roomansiddique@gmail.com**

**Summary:** I have done graduation (B.Com) from Mumbai University India, I have got total 9 year experience which include 1 year as a sales executive in India and 8 year as store keeper in Gulf and current working in Al-Omaier Trading & Contracting Co., Saudi Arabia.

Willing to accept responsibilities competent, easily adoptable nature to new environment, ability to judge towards a right decision, willing to listen and learn excellent communication and interpersonal skills.

**Educational & Technical Qualification:**

Bachelor of Commerce (B.Com Degree) from Mumbai University, India (2013-2014).

Higher Secondary School Certificate (HSC) from Maharashtra State Board (2009-2010).

Secondary School Certificate (SSC) from Maharashtra State Board (2007-2008)

**Store Keeper Proficiency :**

Store Management balance report.

Store inward & outward balance report.

Daily cash book maintainers.

Item issue & receive by LIFO, FIFO, Average method.

All group wise location maintained for spare parts etc.

**Computers proficiency :**

 Diploma in Computer Application & Office Management from Mumbai, India.

 Diploma in Computer Hardware & Networking from (JETKING Thane), India.

Good working knowledge office application MS Office XP/ 2008/ 2010.

Operating System Windows 2000, XP, Vista, Windows 7.

Good typing speed.

**Hardware Platforms :**

Personal computer based dual core 2, i3, i5 etc professional experience in India & Gulf.

1  **Store keeper :**

**Firm : Al – Omaier Trading & Contracting Co., Riyadh, K.S.A.**

O.T.C. is a contracting concern company this is top company, advanced technology uses in contracting work. The organization is extremely committed to internal and international. External quality control programmed in associated with concerned international organization such as Bin Laden group of company & Aramco, having capacity over 10000 employees.

**Job Responsibility :**

Prepare spare parts order,Receiving spare parts,Arranging spare parts, Preservation of the spare parts, Recording, Supervision, Inventory ,Issuing purchasing requisition, Issue of spare parts as following:

1 Cat, Loader, Grader, Dozer, Dumper, Scrapper, Poklain 320D & 349D, JCB, Bobcat.

2 Komatsu Loader, Grader, Dozer, Dumper, Scrapper.

3 Man & Hino Drum Truck, Drum Trailor, Mixer Etc.

4 Mercedes Drum Truck, Drum Trailor, Concrete Pump Etc.

5 Dynapac roller, boomag roller, Ingesrolland roller.

6 China Crane 25Ton&50Ton

 Experience : July, 2014 to till now.

Reference : Abdullah Al Omair (Administration Manager)

**2 Sales Executive :**

**Firm : PAYTRONIC NETWORK PVT LTD, India.**

It is a Telecommunication Networking company, this company provide to various telecom services sector like that : SIM CARD, CALLING CARD, INTERNET CARD, and connected to another big telecom company like that AIRTEL, IDEA, VODAFONE etc. having capacity more than 500 employed.

**Job Responsibility :**

Dealing all types of sim card, internet card inward & outward maintain & sales.

Experience : 2013 to 2014

Reference : PRAKASH THOMAS (Manager).

**PERSONAL DATA**

Name : SIDDIQUE ROOMAN

Father's Name : MOHD TAHSEEN

Gender : Male

Age : 29 years

Date of Birth : 08/01/1993

Religion : Islam

Nationality : Indian

Marital Status : Unmarried

Place of Birth : Mumbai

Language Known : English, Arabic, Hindi, Urdu.

Passport Details :

Passport no. : V1890110

Place of Issue : THANE INDIA

Date of Issue : 01/01/2022

Date of Expiry : 31/01/2032

Residential Address : Amrut Nagar Mumbra Thane 400612

Contact : Mob: **00966-551269679/ 00919892123659**

E-mail : **roomansiddique@gmail.com**

Signature

 **Roomansiddique**