**CURRICULAM VITAE**



**Haja Najubudeen. H**

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Objective:

Seeking an opportunity to expand my responsibilities in a position that will utilize and challenge my experience and knowledge.

**Dear Sir,**

**Sub: Application for the suitable vacancies**

**Application for a suitable vacancy in your company. It would be an honor for me to work for such an establishment.**

**As regards me, I am H.Haja Najubudeen. I have done M.com. I would like to offer myself as a candidate in your reputed organization.**

**I assure that through my capabilities and experience that can generate outstanding work and contribute to your company. My enclosed C.V will give you a detailed description about my previous work experience .You will find that my knowledge and international perspective will boost my work in your environment.**

**I thank you for your time and consideration. Let’s explore how a mutually beneficial relationship can be developed.**

**Thanking you,**

**Yours Sincerely,**

**H.Haja Najubudeen.**

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 Work Experience:

**Profile: 1**

 **Organization : Vesa Action –Aid Organization in India. (Tsunami Rehabilitation program)**

 **Designation : project village volunteers’**

 **Duration : From 2006 to / 2007.**

 **Organization : Swiss boring Overseas Company – (U.A.E-Dubai)**

 **Designation : Material Store Accountant**

 **Duration : From 2007 to July/ 2012.**

Profile: 2 **Warehouse field Experienced**

**Job Responsibilities:**

**1. Materials receiving from local & overseas supplier and issuing to job site are both transaction enter into inventory program.**

**2. Prepare materials purchase order in the diapason inventory program.**

**3. Prepare materials work order & work order construction are both transaction enter into the inventory program.**

**4. We have most of the overseas supplier import shipment invoices doing stock valuation in the excel sheet.**

 **5. Making Goods in ward/Out ward entry & documentation thru diapason inventory system which includes stock transfer to branches & exports**

**6. Ensure Perpetual Inventory is done for parts & Equipments on Weekly/Monthly basis & report generation thru diapason program.**

**7. Timely disposal of Scrap as per company’s policy**

**8. Ware house Inventory Management. (Responsibility of complete stocks of Parts & Equipments**

**9. Raising of Insurance claims on shortage/damaged goods for Parts & Equipments**

**10. Coordination with Freight forwarder & local transporter for arrival of Parts & Equipments**

**11. We have most of the overseas intercompany for that purpose we are issue materials from store and materials received from intercompany this details reports keeping in the filing and month end send to accounts department.**

**12. Weekly visiting to job site checking into the stock material**

**13. Every stock materials making labeling with barcode in the inventory program.**

**14. In the store overstock materials is not keeping also physically checking materials and controlling the stock. .**

**.In the warehouse we are keeping different type of machine spare parts materials –(Piling and Drilling Machine –( Soilmec & Bauer Machine), Service Crane Hitachi –(KH-300,KH-230,KH-125,Kobelco –7050,Sumitomo Crane – SC-650,CX550,Libherr Crane), Caterpillar Excavator - 330 Bl,Vibrator – PTC & ICE,Concerete Pump – Mecbo&Mission, Betonites Mixer – Deasander,Caviem,Desander forem,Desander soilmec,Desander Brandt, Generator – Mitsubishi,Hawk,Bossch,Stamford,Lombordini,Catterpilar-365kva,275kva,Olympian, Honda,Yanmar,Robin,Marapco – 27kva,Dewatering water Pump – Nenzy , Tsurumi,Belling,Royal,Volvo,Ballerini) these all type of machine spare parts materials keeping in our store.**

**15. In the warehouse we are keeping incorporated materials – (Aluminum plug, Anchore spacer, Binding Wire, Bentonite, Cement, Super mud, Polymer Nova gel, Epoxy wire and Pile cage spacer.**

**16.In the ware house we are keeping Small and short life materials – (Diamond bit,remaing shell,HQ bit,NQ bit, core lifter case all drilling materials and also keeping in the our warehouse.**

**17. Making of MIS report pertaining to Warehouse operation & submission to Management on monthly basis**.

**Educational Profile:**

**Under Graduation**

 **B.Com : Bharathidasans University – Trichy, India**

 **M.Com : Bharathidasans University – Trichy, India**

**Additional Qualification:**

 **Computer knowledge: MS-Office (Excel, Word), Tally software-6.3, Vpn (Diapason accounting software)**

**Personal Profile:**

**Father Name : Haji Uduman**

**Date of Birth : 25-july-1981.**

**Gender : Male**

**Language known : English, Tamil, Malayalam & Hindi**

**Place of Issue : Trichirappali (India)**

**Visa Status : EMPLOYMENT (Transferable**)

**Declaration:**

**I hereby declare that all the details furnished above are true of my knowledge and belief.**

 **You’re faithfully**

 **(Haja Najubudeen.H)**