



## AL Musharaf AL Bashir

### PROFESSIONAL OBJECTIVE

I would like to be a part an organization where I could Use and enhance my knowledge and talent for the development of both the organization and myself.

### CONTACT DETAILS



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AL Zahia – Abu Dhabi



### PERSONAL INFORMATION

**Name:** Al Musharaf Kamal Ahmed Al Bashir

**Gender:** Male

**Birth Date:** 02/02/1987 –Dubai -UAE

**Nationality:** Sudanese

**Religion:** Muslim

**Marital status:** Married

**Visa Status:** Employment Visa (NOC)

**Driving License:** Dubai 2015 – UAE



### WORK EXPERIENCE

#### Filing Clerk – Tamhid Typing Services

8/2021 – Till Now

Abu Dhabi, UAE

**Tasks:** Organizing and maintaining specific company documents and records such as invoices, receipts, and forms Collecting documents from departments, entering them and developing an effective document storage and archiving system other tasks inside and outside the office.

#### Store Keeper – ALJurf Development Projects L.L.C

08/2018 – 08/2020

Alain / Abu Dhabi, UAE

Projects: -1- Minor Roads and Parking in Alain, Stage 09 &11.

2- Western Region - Barakah Nuclear Power Plant.

3- Preparation and Rehabilitation of Sports Tracks in Various Places  
In Abu Dhabi Island and Mainland, Contract 380.

##### Tasks:

- Inventory Management.
- Requisition of materials and equipment.
- Follow-up purchase orders and contacting the suppliers.
- Receiving delivery notes and processing.
- Logistics Management.
- Data Entry & reports preparation.
- Supervising workers.

#### Warehouse Supervisor - Mud Chute General Trading L.L.C

10/2015 – 10/2017

Dubai, UAE

**Tasks:** Receive, Data entry and forward all goods and deliveries in and out of /storage area, follow standards for issuing and receiving stock within the store area of operation, Monitor and inventory management.

Responsible to verify all goods arrived as per the agreed purchase order, delivery notes, Logistics manage and Reports preparation.

#### Warehouse Supervisor - FK Trading L.L.C

09/2014 – 09/2015

Jebel Ali Free Zone -Dubai, UAE

**Tasks:** Oversee and coordinate daily warehouse activities such as receiving, Data entry and storing merchandise, managing stock levels, ensuring efficient delivery of merchandise, supervising staff and securing the warehouse.

#### Medical Store System Administrator - Al Zaytona hospital

06/2013 – 08/2014

Khartoum, Sudan



### EDUCATION

#### Diploma - Office Management and Information System

AL Khartoum University 04/2007 – 11/2010

Khartoum, Sudan

##### Course: -

##### 1/ Basic Hygiene Food Certificate

2015 AHB Management, Financial & Administrative Training- Dubai – UAE.

##### 2/ Electronic Accounting Certificate:( Excel Advanced)

(QuickBooks)(Peachtree)

2015 Sudacad- Sudatel Telecommunications Academy-Khartoum- Sudan.



### SKILLS

- 1/Communication.
- 2/Decision Making.
- 3/Time Management.
- 4/Self-motivation.
- 5/Conflict Resolution..
- 6/Ability to Work Under Pressure.
- 7/Microsoft Word, Excel & PowerPoint.

##### Language:

- 1) Arabic: Excellent (Mother language)
- 2) English: Very Good
- 3) Urdu: Acceptable

##### Interests:

Reading & Fishing