CURRICULUM VITAE

BELIM SHAHID

Dubai - U.A.E

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To work in a challenging position wherein my abilities and experiences can be utilized for the benefit of the company with a scope to upgrade my skills for future personal and effective contribution of the organization.

SKILLS

- Good communication skills
- Hard working and dedicated
- Capacity to work under pressure with time bound performance

EDUCATIONAL QUALIFICATION

- Graduate in year of 2020 - Maharaja Krishnkumar Singh University Bhavnagar, Gujarat.

WORK EXPERIENCE

➢ **Worked as a Data Entry operator cum Storekeeper at Reliance Supermarkets - 2020 to Till date.**

Duties & Responsibilities:-

➢ Receive incoming goods
➢ Supervise unloading of materials
➢ Prepare goods receipt note (GRN)
➢ Maintain minimum and maximum level
➢ Creating entries in **ERP.**
➢ Send other documents to Respective departments
➢ Ensure receipts and issues are correctly documented
➢ Arrange material nicely according to Racks
➢ Send Raw material consumed detail to factory manager daily basis.
➢ Once in a Day physical counting necessary items
➢ Maintain properly all emergency items
➢ Without material requisition not allow to give any material
➢ Each and every record for all issued material
➢ Maintain issued and received material monthly
➢ Stock detail Quarterly prepare and submit to Accounts department with stock value
➢ Proper filing of all necessary documents keep each and all records whole stores activity

PERSONAL DETAILS

Date of Birth	:	18-09-1998
Nationality	:	Indian
Marital status	:	Single
Languages Known	:	English & Hindi,

PASSPORT DETAILS

Passport Number	:	R4027755
Issue Date	:	20-09-2017
Expiry Date	:	19-09-2027
Visa Status	:	Visit Visa

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.