

# MOHAMED THAHASEEN

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📍 Al Murar, Deira, Dubai

## SUMMARY

- To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.
- To secure a challenging position where I can effectively contribute my competent skills in your concern and to fulfill the needs of the organization and move to ultimate heights in my profession.

## EXPERIENCE

Inventory controller 03/2023-08/2023

[Al Ribdi Singapore House Trading](#)

Deira, Dubai

- Monitoring inventory levels and replenishing stock as needed.
- Developing and implementing inventory control systems and practices.
- Coordinate the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Forecasting supply and demand requirements to ensure stock availability.
- Generating purchase and pricing reports, and inventory management systems.
- Performing regular stock checks and reporting any issues to the supervisor.
- Maintaining and updating records of purchase orders, pricing reports, and inventory records.

Document Controller 12/2020 - 12/2021

[Janaseeva Cooperative Society Bank](#)

Tamilnadu

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

Data Entry Operator 10/2019- 11/2020

[City Shopping Mall](#)

Tamilnadu

- Update stock purchase
- Creating barcode and price for product
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows) i
- File documents in physical and digital records
- Create templates for future use
- Manage the flow of documentation within the organization

## EDUCATION

Bachelor of Computer Application 2016 - 2019

[Bharathidasan University](#)

Tamilnadu

- Major in Computer Science; Minor in Mathematics
- Grade: FIRST CLASS

Higher Secondary School Certificate(+2) 2015 -2016

[Imam Gazzali Matric Hr Sec School](#)

- Score: 72%



## SKILLS

- TALLY ERP.9
- TYPING
- MICROSOFT OFFICE  
EXCEL / WORD
- TEAMWORK
- ADAPTABILITY

## EXTRA COURSES

Tally ERP.9

IECD Bharathidasan University

Microsoft Office

Computer Software Research  
Institution

## PERSONAL DETAILS

Gender : Male

Date of Birth : 10/10/1997

Nationality : Indian

Visa Status : Visit

## PERSONAL STRENGTH

- Good Problem Solving Skills
- Good Communication Skills
- Willingness to take instruction and responsibility
- Commitment to continued training and learning