

**SAMSUL ARFIN**

Mobile number +971565894607

Email Id [samsularfin1995@gmail.com](mailto:samsularfin1995@gmail.com)

Address Al Jimi worker village mussafah 33 Abu Dhabi UAE

Post applied for **Office assistant,Clerk**

**CAREER OBJECTIVE**

A focused individual seeking an opportunity as a GRN EXECUTIVE & PURCHASE RETURN to utilize my rapid typing skills and computer operating knowledge to meet the organization's requirements.

**EDUCATION BACKGROUND**

- Diploma in Mechanical Engineering from IFTM University in 2016
- Intermediate UP BOARD from PNM Inter college in 2013
- High school UP BOARD from PNM Inter college in 2011

**KEY SKILLS**

- Capable of typing 30 words a minute with accuracy.
- Knowledge of using equipment like printer and scanners.
- Ability to provide administrative support to business operations.
- Ability to interact with customer, vendors and clients.
- Capable to update and maintain information in company data base.
- Daily follow up with local supplier and vendor.
- Always ready to learn and hardworking improve myself.
- Monthly inventory audit for near expiry, damage SKU.
- Re call SKU will remove from inventory on priority.

**OTHER SKILLS**

- MS OFFICE (Excel, Word & PowerPoint)
- Odin software for TATA1MG
- NEAS software for NMDC energy
- Oracle software
- Good Verbal and written communication skills.

**Roles and responsibilities**

- Answering phones calls and taking messages.
- Welcoming all visitors and interacting with them.
- Managing scheduling and appointments.
- Arranging meetings and other events.
- Managing mail/fax communications.
- Managing traditional paper and/or electronic filing systems.

**EMPLOYMENT HISTORY****GCC EXPERIENCE**

**COMPANY** NMDC energy (UAE)

**DURATION** AUGUST 2023 TO STLL WORKING

**POSITION.** OFFICE ASSISTANT,CLERK

COMPANY Q CON (QATAR)  
DURATION JANAURY TO MARCH 2022  
PROJECT Q CHEM TA 2022  
POSITION office assistant

COMPANY SAUDI SERVICE FOR ELECTRO MECHANIC WORK (KSA)  
DURATION JANAURY 2019 TO AUGUST 2020  
PROJECT NJBP SAUDI ARAMCO JEDDAH  
POSITION office assistant

#### **INDIAN WORK EXPERIENCE**

COMPANY TATA1MG  
DURATION JULY 2021 TO DECEMBER 2021  
PROJECT TATA1MG WAREHOUSE (LUCKNOW)  
POSITION GRN & PURCHASE RETURN EXECUTIVE

COMPANY cureboat healthcare Pvt ltd  
DURATION May 2022 TO july 2023  
PROJECT cureboat warehouse (Delhi)  
POSITION GRN & PURCHASE RETURN EXECUTIVE

#### **PERSONAL INFORMATION**

- Date of birth 05-12-1996
- Gender MALE
- Father Name Mr Zakaria Ahmad
- Nationality INDIAN
- Marital status SINGLE
- Hobbies TRAVELLING, MOVIE WATCHING
- Language Known ENGLISH, HINDI

#### **DECLARATION**

I have declared that the above information is correct to the best of my knowledge and belief.

PLACE  
DATE

SIGNATURE