



Muhammed Afsal.EP

Passport: T-8518211

Nationality: Indian **Date of birth:** 05/03/2000 **Place of birth:** Calicut, India

Gender: Male **Phone:** (+971) 56 910 9427

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Jebel Ali, Near Parco Bus Station, Transguard Camp 07

CAREER OBJECTIVES

Demonstrated ability to work in productivity-driven environments ensuring the products are ready to be delivered within allocated timeframes to the customer. Adhered to strict health and safety procedures including correct manual handling protocol to promote a safe working environment that is compliant with regulations. Excellent record keeping with high attention to detail, including tracking inventory correctly and developing process improvements to enhance warehouse operations.

WORK EXPERIENCE

TRANSGUARD GROUP (EMAAR PROPERTIES)

City: Dubai | **Country:** United Arab Emirates

Security Officer

[2022 – Current]

Key Responsibilities:

- Responding to client telephone calls and emails in addition to two-way radio communications.
- Allowing entry only for authorised vendors, contractors and visitors through proper security checks and the close monitoring of CCTV cameras and access systems.
- Ensuring that proper identity and visitor cards are carried by employees and visitors, and patrolling assigned areas to ensure the protection of visitors, property and equipment.
- Detecting suspicious activities, identifying criminal acts and rule infractions, and enforcing rules and regulation.
- Assessing the security needs of emergency situations and acting accordingly whilst maintaining confidentiality.
- Evaluating alarms, locks and fire exits, as well as fire-fighting equipment, and building equipment and controls.
- Protecting the property from theft, vandalism and accidental damage, and calming disturbances.
- Covering reception, signing-in all vehicles, checking visitor and tenant passes, and visitors.
- Effective communication, responsiveness, empathy, personalization and consistency form the cornerstone of strong customer relationships.

▣ TRACKON COURIER PVT LTD

City: 6 / 549 B Thekkepinnakulam Paramba, Calicut | **Country:** India

Assistant Warehouse Operation Executive

[2019 - 2022]

Key Responsibilities:

- Delivered excellent customer service resolving problems related to misplaced parcels.
- Supported all areas of the warehouse to deliver customer orders.
- Ensured warehouse duties were performed within allocated timeframes and productivity targets.
- Manual duties included lifting and moving up to 23kg, loading and unloading products.
- Completed quality checks on products to maintain high standards.
- Adhered to health and safety regulations, ensuring a safe working environment.

- Operated a forklift to move large packages around the warehouse efficiently.
- Used Warehouse Management Systems to record and monitor inventory to optimise efficiency.
- General housekeeping to keep the warehouse clean and organised to a high standard.
- Maintained all equipment to preserve the machinery and to maximise productivity.
- Recorded damaged and missing products to track stock waste.
- Consistently hit productivity targets, to meet customer delivery demands.
- Completed appropriate documentation accurately to track products and current stock levels maintaining the required stock level in the warehouse.
- Safely stored and replenished products using mechanical handling equipment.
- High attention to detail when picking and packing the products, maintaining a high-quality.

EDUCATION AND TRAINING

Professional Diploma in Interior and Architectural Design (2019)

Christian college, Kerala, India

City: Calicut | Country: India

Higher secondary Education

GVHSS Atholi, Kerala, India

City: Calicut | Country: India

High School Education

CMM Thalikulathur, Kerala, India

City: Calicut | Country: India

PASSPORT DETAILS

T-8518211

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English, Hindi & Tamil

Expertise

- Inventory control
- Teamwork
- Coordination
- Time Management
- Documentation skill
- Reporting skills
- Computer proficiency
- Planning

REFERENCE

Name: Mridul Krishna.P

Operation Manager - TRACKON courier PVT LTD

E-mail: tocclt09@gmail.com | **Phone number:** +91-9349127111 / +91-9388316954



TRACKON COURIER PVT LTD

6/549 B THEKKE PINNAKULAM PARAMBA, KUNDUPARAMBA
ROAD, KOZHIKODE – 673006

24-11-2022

To whomsoever it may concern

This is to certify that **Mr. Muhammed Afsal E P** S/O Mr. Fsalu E P as a **warehouse assistant operation executive** has successfully completed his 3 Year's 11 months from date 02.01.2019 to 24.11.2022 with Trackon Couriers, Calicut

His activities include familiarization to all the departments, their operations and process along with a management overview involved in the workflow process of the organization.

During the period of his work with us, he had been exposed to different processes and was found diligent, hardworking and inquisitive.

This certificate is issued as per their request for educational purpose and there is no other legal and official relations exist between the candidate and the company

We wish him every success in his life and career.

Regards

Trackon Couriers Pvt Ltd



SURE SAFE SWIFT



TRACKON

Trackon

Couriers Pvt. Limited

Date 18.09.22

BEST PERFORMER

Presented to Mr..... MUHAMMED AFSAL E P.....

for your outstanding performance and continuous commitment to Operation Excellence.

*Doing ordinary things in an extra ordinary way
will assure you an extra ordinary future*

Asst. General Manager

H. R. Manager

Regional Operational Manager