

Tawwab Fayyaz Chimaokar

**Address:**

Bahrain

Phone:

+973 3309 0127

Email:

tawwab.fayyaz@gmail.com

Personal Profile

Date of Birth : 05.02.2001

Marital Status : Single

Nationality : Indian

Languages

English

Hindi

Arabic (Basic)

Passport Details

Passport No : P8129225

Date of Expiry : 9th March 2027

Objective

Dynamic Assistance position to utilize my enthusiastic quality and ability to provide excellent customer service and energetic individual for a office.

Organized and dependable candidate successful at managing multiple priorities with positive attitude

Qualification

- **H.S.C (Science)**
Maharashtra Board, India
- **S.S.C**
Maharashtra Board, India

Skill Highlights

- Strong decision maker
- Fast Learner
- Innovative
- Service-focused

Profile

- Ability to work under minimal supervision and report to top management.
- Prioritization of work and perfect time management.
- Expert in interdepartmental liaison and coordination.

Technical Skills

Computer Basic

MS Office (Excel, Word, Power Point, Etc.)

Work Experience

Company : **Indu Enterprises Logistics (Mahad)**

Job Role : **Customer Service**

Location : **Mahad, India**

Duration : **1.5 Year**

Job Description:

- General Activities
 - Regular delivering stock to shops & prepare delivery notes
 - Responsible in receiving & verifying deliveries, quantity & quality of item as per purchase order description
 - Generating weekly reports & checking stocks in shops
 - Responsible for weekly & monthly stock report to department manager
 - Maintaining 100% accuracy of physical stock of store & shops
 - Regularly updating of store stock in inventory report
 - Verification of cash in the shops during shops audit
 - Manage different departments within the store

Company : **VplaceU HR ConsultanciesLLC (Dubai)**

Job Role : **HR Recruiter**

Location : **Dubai**

Duration : **6 Months**

Job Description:

- General Activities
 - Sourcing candidates online
 - Updating job ads and conducting background check
 - Identifying attracting interviewing
 - Developing own network of suitable candidates
 - Handling of administration and record keeping
 - Interviewing candidates
 - Preparing job offers
 - Networking with Various Institutaion and Social media

Declaration

I hereby declare that the above mentioned information is true and to the best of my knowledge

Tawwab F. Chimaokar