

CURRICULUM

VITAE

NOORUD-DEEN

DAWOOD

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PERSONAL DETAILS

SURNAME:	DAWOOD
FIRST NAME:	NOORUD-DEEN
DATE OF TITLE:	MR
BIRTH:	06 APRIL 1992
PLACE OF BIRTH:	NEWCASTLE
SEX:	MALE
CITIZENSHIP:	SOUTH AFRICAN
MARITAL STATUS:	MARRIED
PHYSICAL ADDRESS:	19B CARRINGTON STREET, NEWCASTLE 2940
POSTAL ADDRESS:	19B CARRINGTON STREET, NEWCASTLE 2940
E-MAIL ADDRESS:	n.deeno16@gmail.com
CONTACT TELEPHONE NUMBERS:	0662744963
DRIVERS LICENCE:	CODE 8
LANGUAGE:	ENGLISH (READ, WRITE AND SPEAK)
HEALTH:	EXCELLENT

EDUCATION

SECONDARY EDUCATION:

NAME OF SCHOOL:	NEWCASTLE HIGH SCHOOL
HIGHEST GRADE PASSED:	MATRIC (GRADE 12)
YEAR:	2009
SUBJECTS PASSED (BACHELORS):	ENGLISH AFRIKAANS MATHEMTICS LIFE ORIENTATION PHYSICS LIFE SCIENCE ACCOUNTING

TERTIARY EDUCATION:

NAME OF INSTITUTION:	AMAJUBA COLLEGE
YEAR:	2012-2013
COURSE STUDYING:	DATABASE ADMINISTRATION AND DESIGN

SOFTWARE EXPERIENCE:

ADOBE PHOTOSHOP
ADOBE ILLUSTRATOR
MICROSOFT WORD
MICROSOFT EXCEL
PASTEL (SUNDRIES)
TECFINITY
IQ RETAIL

EMPLOYMENT HISTORY:

NAME OF EMPLOYER: MOHAMMEDS MIDAS

PERIOD: JULY 2006 - DECEMBER 2009

WORKED PART TIME DURING WEEKENDS AND
SCHOOL HOLIDAYS.

JANUARY 2010 - NOVEMBER 2011

WORKED FULL TIME.

DESCRIPTION: COUNTER SALES - ASSISTING CUSTOMERS WHO
NEEDS PARTS AND ACCESSORIES.

GRV - CAPTURING NEW STOCK THAT ARRIVES AND
ADJUSTING COST AND SELLING PRICES.

FLOOR ASSISTANCE - HELPING CUSTOMERS ON THE
FLOOR WITH SALES.

CASHIER SUPERVISOR - MAKING SURE CASHIERS
HELP AND GREET CUSTOMERS WITH A SMILE.

ALSO GIVING CASHIERS CHANGE WHEN NEEDED.

NAME OF EMPLOYER: VUKA BUSSES

PERIOD: JANUARY 2014 - FEBUARY 2015

DESCRIPTION: MANAGING WORKSHOP MAKING SURE ALL STAFF IS WORKING AND ASSEMBLING BUSSES AND ENGINES. INVOICING OF BUSSES FOR CUSTOMERS TO HIRE AND USE.

NAME OF EMPLOYER: TFS WHOLESALERS QWAQWA

PERIOD: APRIL 2015 - JANUARY 2022

DESCRIPTION:

2015-2017 - HANDLING SUPPLIER ACCOUNTS FOR THE STORE ASWELL AS SUNDRY EXPENSES.

2017-2019 - MANAGING HARDWARE RECEIVING AND DESPATCH, MOVED INTO THE SALES AND BUYING FOR THE HARDWARE WHILE BEEN HEAD OF DEPARTMENT FOR RECEIVING AND DESPATCH.DID BUYING FOR THE NEW SECTION THAT CONSISTS OF ELECTRONICS,APPLIANCES,FISHING,FURNITURE, CAMPING AND OUTDOOR AND CAR SOUND. DID STOCK COUNTS AND CHECKS ON STOCKS WITH THE SHRINKAGE TEAM WEEKLY AND MONTHLY.

2019 -2022-MERGED INTO A SUPERSTORE AND WAS HANDLING THE BUYING AND SALES IN THE HARDWARE SECTION. DID QUOTES FOR CUSTOMERS ASWELL AS PRICING TO COMPETE WITH OUR COMPETITORS. DURING COVID I WAS DOING THE DESIGNING FOR THE COMPANY ADVERTS FOR

SOCIAL MEDIA AND ALSO THE COMPANY PAMPHLETS, I ALSO DID THE YEAR END CALENDAR.

I WAS THEN ASSIGNED AS THE ASSISTANT OPERATIONS MANAGER FOR THE HARDWARE. ENSURE ALL STAFF ARE COMPLETING THEIR DESIGNATED ASSIGNMENTS, MAKING SURE OF STAFF ATTENDANCE, STOCKS HAVE BEEN PACKED AND SHELVES ARE FULLY PACKED AND ARE CLEAN. CUSTOMERS ARE BEEN ASSISTED WITH A SMILE AND THE SERVICE THEY DESERVE. HANDLING CUSTOMER QUERIES, MAKING SURE STOCK DISPLAYS ATTRACT CUSTOMERS TO BOOST SALES. CHECKING THAT CUSTOMERS QUOTES ARE CORRECT WITH THE PRICING. ENSURING THAT ALL DEPARTMENTS ARE ORDERING STOCK THAT IS SHORT AND REQUIRED.

NAME OF EMPLOYER:

RIVERSIDE STEEL

PERIOD:

FEBRUARY 2022- TILL CURRENT

DESCRIPTION:

DESPATCH MANAGER- MANAGING STOCK BEEN LOADED ON TRUCK.MAKING SURE WHAT STOCK IS ON INVOICE MATCHES TO WHAT IS ON THE VEHICLE. MAKING SURE THAT THE DIP TANK HAS ENOUGH PAINT AND THINNERS IN IT TO PAINT THE STOCK THAT COMES THROUGH.

STOCK CONTROLLER-STOCK COUNT IN WAREHOUSE AND UPDATING ON STOCK SHEET.MAKING SURE STOCK IN OUR WAREHOUSE MATCHES OUR SYSTEM.

SOCIAL ACTIVITIES:

HOBBIES:

PLAYING SOCCER, GAMING, CAR ENTHUSIAST, SPORTS FANATIC, READING OF ARTICLES.

ABOUT ME:

I AM A DEDICATED HARD WORKER, WHEN ASSIGNED TO A TASK. MY AIM IS TO COMPLETE THE WORK I AM GIVEN TO THE BEST OF MY ABILITY. I AM A TEAM PLAYER, VERY FRIENDLY AND GET ALONG WITH OTHERS QUITE WELL. I AM A RESPONSIBLE, TRUSTWORTHY, HONEST AND WELLBEHAVED PERSON. I CONCENTRATE ON THE TASK DELEGATED TO ME AND ENSURE THAT IT IS COMPLETED IN TIME.

REFERENCES:

IMRAAN DAWOOD (MANAGER) - MOHAMMEDS
MIDAS 0847673949

IMTHIAZ PARUK (OWNER) - VUKA BUSSES
0827878675

MOHAMMED DHOOMA (HARDWARE
MANAGER) - TFS WHOLESALERS QWAQWA
0780077973

ZAHEER HANSA (OPERATIONS MANAGER) -
TFS WHOLESALERS QWAQWA 0844095570

MUMTHA SINGH (ADMIN MANAGER & HR) -
RIVERSIDE STEEL INDUSTRIES 0744570004