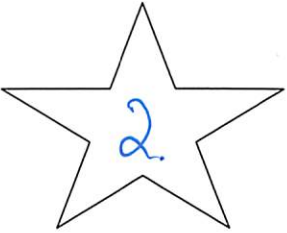
 <b>Gulfjobseeker.com</b> <i>Helping you to search best jobs &amp; talent since 2002!</i> <b>APPLICATION FORM - NEW REGISTRATION</b>  <b>NOVEMBER-2014</b>		Profile Score 	
Recent Photograph		Date 12/NOV/2014	CV No 96462		
Profession / Specialty		LOGISTIC OPERATIONS			
Industry / Projects		LOGISTIC			
Nationality		INDIAN	Place of Birth / City of Origin		INDIA / THANE
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated
Religion		HINDU	Birth date (DD-MON-YEAR)		06/SEP/1977
Languages		Mother Tongue MARATHI	Other Languages ENGLISH, HINDI & MARATHI		
Qualification		B.E. IN COMPUTER			
Gulf Experience		01 Years 0 Months	Total Experience		13 Years 10 Months
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Visa Validity Date		D 23 M NOV. Y 2014	Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status		<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		Currency INR Value 17500	Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract
Expected Salary		Currency AED Value 5000	<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement		
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes BIKE LOAN					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes					
What is the reason for your Job Search? NEED HIKE IN SALARY & SOME CHANGE					
How many jobs you have applied so far?		150 ABOVE		How many interview calls you have received so far? 3	
What is your talent? Describe in detail. I WOULD LIKE TO GAIN NEW SKILLS WHILE UTILIZING MY CURRENT AREA OF EXPERTISE OF PROCUREMENT AND EMPLOYEE SATISFACTION SERVICES WITHIN A POSITIVE TEAM ENVIRONMENT.					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	
IT Literacy	1	Arabic Proficiency		On Job Training Certificates	
				IELTS Proficiency	
Bonus Score	1	+ Gulf Score		+ Education Score	1
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score
					2

## CURRICULAM-VITAE



Deira, Dubai.

### Summary

- 13 + Years of work experience.

### Objective

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services with in a positive team environment.

### Education & Professional Qualifications

- Bachelor of Computers, Institute for Studies in Technology, Pune, year 2000
- Computer Hardware & Networking, Completed one year, Jetking, Pune, year 2000
- "C" Programming completed from Pune, July 1999 to August 1999.
- ITIL v3 Foundation Certified - 2013

### Work Experience

Profile: Logistic Operation,

„ Feb 2011 till date.

- IT Asset inventory in internal portal i.e. <http://ifsr.lntinfotech.com>
- Coordination with the concerned agencies in eventualities of any problem related to non-functioning of Hardware devices.
- Maintaining records of received material and invoices.
- Preparing gate pass to dispatch faulty materials to vendor.
- Report major problem to the Manager immediately.
- Verify generated service desk report & upload on IFSR
- Review desktop and laptop inventory and update summary report in IFSR.
- Desktop AMC renewal coordination with vendor.
- Initiating AMCs of desktops, servers and printers to ensure these assets are either in warranty or in AMC.
- Co-ordination with respective vendors for replacement of faulty part through phone calls as well as via emails.
- IT Assets Disposal activity.

**Liberty Warehousing Company. Pvt. Ltd., Mumbai, India**

**Profile:** Warehouse Executive, May 2006 to Feb 2011.

- Receiving material send by **KAMAKHYA COSMETCIS & PHARMACEUTICALS PVT. LTD.**
  - Making export billing invoice on computer system through **FOXPRO** software.
  - Packing material and loading etc.
  - Making proper shipment planning & coordinating with marketing & Sales executive for execution of export shipment.
  - Coordinate with staff regarding relocation and transportation arrangement.
  - Shipment tracking and updating the customer on timely basis.
  - Disposing expired material in a proper manner.
  - Interacting with courier team for timely material dispatches & delivery through phone calls and emails.
  - Handle and resolve distributor escalations.
  - Maintain accurate records and manage office correspondence.
  - Manage to train new recruiters.
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**Orchestra Restaurant & Café, Dubai, United Arab Emirates**

**Profile:** Cashier cum Supervisor, August 2005 to April 2006.

- Manage and monitor the entire stock inventory on daily and monthly basis.
  - Handling all the cash transaction of Restaurant.
  - Maintaining daily report of transactions.
  - Receive payment by cash, cheques, credit card etc.
  - Checking daily cash accounts.
  - Depositing daily cash to bank accounts.
  - Guiding and solving queries of customer.
  - Greeting the customers entering into cafe.
  - Providing training and assistance to new joined cashier.
  - Responsible for normal daily supervision and planning duties in the Restaurant.
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**Dishnet DSL Ltd., Mumbai, India**

**Profile:** Executive – Logistic Operations, November 2000 to July 2005.

- Making inventory of incoming assets in the center.
- Dispatching assets to the respective centers whenever needed.
- Providing Dishnet DSL internet connection (Cable and Dial-up connection).
- Responsible for promotional activities, running various schemes and completing the target given for the respective center.
- Developing a lasting and profitable relationship with customers.
- Self-correspondence with various customers.
- Reporting daily to the Regional office of Mumbai and Head office of Chennai at the end of the day.

## **IT Skill**

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- **Operating systems:** Windows 98, 2000, XP & Vista, Windows 7 & Windows 8.
- **Word Processor:** Good hand in MS-Office XP & 2000
- **Others:** Internet, E-mail, File uploading / downloading & Microsoft Outlook.
- Incident Management through IT Service Desk (BMC)
- Desktop, Servers & Handhelds technical skills
- Windows, Android & Blackberry
- Basic of networking.

## **Personal Details**

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- **Date of Birth:** 06 September 1977.
- **Languages:** English, Hindi
- **Marital Status:** Married
- **Interests:** Swimming, Photography
- **Visa Status:** Visit till 23<sup>rd</sup> November 14.
- **Driving License :** Yes - India