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| New_logo.gif**Whats app Mobile:+971504753686** **Gulfjobseeker.com CV No:260415**E-mail: gulfjobseeker@gmail.comDate of Birth: December 12, 1987 |  |

**Objectives**A highly motivated, dynamic and target oriented professional with more than 5 years and 10 months’ of experience. Familiar with computer **Microsoft Dynamics NAV**; firm believer in timely fulfilling commitments; desirous of working in a multifunctional organization using knowledge, skill and ability for furtherance of organizational goals. Currently working as Inventory In-Charge at Ansar Group of Companies (United Arab Emirates).

Experience

Inventory In-Charge ( 2015 to till Now)

Ansar Group of Companies | United Arab Emirates

* Preparing excess and ageing stocks reports
* Using scanning electronic inventory tracking to scan stock and reconcile inventory
* Coordinate the shipment of goods from the warehouse
* Every day taking daily inventory
* Preparing sales reports daily base
* Short and access reports and forward to concern manager.
* Preparing aging reports item wise , group wise
* Checking Goods received note (GRN)
* Checking below cost reports
* Checking damage item and prepare reports
* Handling all the queries from supplier and sale staff.
* Handling export and import department
* Checking all export goods and prepare short and access report and reporting to export department manager.
* And split the goods by locations and prepared GRN & SALES OREDR.

Data Entry (2012 to 2014)

Ansar Group of Companies |, United Arab Emirates

* Encoding a barcode for a new item.
* Preparing Local Purchase Order to supplier (LPO)for items to be displayed and stocked in storeroom, Fax or email the LPO ‘s to the supplier , Filing all the Faxed & Processed documents.
* Preparing Goods Received Note (GRN) for the items received from the supplier.
* Preparing and processing the documents for adjustment of stock clearance items.
* Preparing Purchase Return of the items to be returned to the supplier.
* Preparing and Processing Transfer documents for inter-branch goods transfer.
* Preparing Availability & Multi-location stock report.
* Filing all the Faxed & Processed documents.
* Handling all the queries from supplier and sale staff.

Store Keeper (2011 to 2012)

Khalid Bin Ahmed LLC |

* Prepare weekly pending list for the material not received against the Indent raised.
* Checking the stock ledger on day to day basis.
* Audit the physical balance with ledger Register balance on every month.
* Raise rejection slip for rejected item and forward to same H.O.

Sales Man (2006 to 2008)

Big Bazar | India

* Handling customer complaints & Ensure customer satisfaction at all times.
* Maintains outstanding customer service as per the company standards.
* Assisting customers to select the right products.
* Having a good relationship or deals with the customers.

Cashier (2008 to 2009)

Six Ten Agro Agency | India

* Take payment in exchange of items sold.
* Assisting customers to select the right products.
* Having a good relationship or deals with the customers.
* Comply to company policies and standard operating procedures.
* Handling customer complaints & Ensure customer satisfaction at all times.

Spare Parts Store In-Charge (2009 to 2011)

Patliputra Equipment Pvt. Ltd. (JCB Dealer)

* Making bill.
* Stock checking & making report.
* Every day sale report forward to head office.
* Handling to customer.

Educational Qualification

* Intermediate (10+2) from Bihar University.
* Six months in Diploma Computer Application.

Computer Skills

* ERP, Microsoft Dynamics NAV
* MS Office
* Internet

Skills

* Good attitude towards learning .
* Willingness to take responsibilities and ability to work efficiently and productively.
* Like to take challenges.
* Team player.
* Good communication skills.

Languages Known

* English, Urdu and Hindi.

Hobbies

* Playing and watching cricket.
* Travelling & Listening Music.

Areas of Interest

* Inventory, Data Entry.