**First Name of Application CV No 1639896**

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**RESUME**

**CAREER OBJECTIVE:**

 To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself.

**PROFESSIONAL EXPERIENCE:**

IN KINGDOM OF SAUDI ARABIA -

**Organization**: Safari Co. Ltd. (K.S.A.)

 Jeddah International Airport Maintenance

 (2006-2013)

**Designation** : Material Expediter (Procurement Department)

* Ensures that all materials, supplies, and equipment received for department or project are processed and distributed in a timely manner.
* Inspects shipments and records damages or defects, notifies supervisor and/or purchasing personnel of same.
* Oversees the maintenance of parts and equipment on hand, initiates paperwork to purchase additional quantities when necessary.
* Receives incoming materials, supplies, and equipment and compares information on packing slip with purchase order to verify accuracy of shipment.
* Prepares purchase orders and requisitions, reconciles invoices with purchase orders in preparation for payment processing.
* Corresponds with suppliers for quotations, maintains contact with vendors regarding current status of purchase orders.
* Maintains inventory databases.
* Performs miscellaneous job-related duties as assigned.

IN INDIA -

**Organization**: ITC Kakatiya Sheraton, Hotel & Towers (INDIA)

 (2002-2006)

**Designation** : Data Entry Operator (Personal Department)

* Assists with employment related paperwork and data entry work.
* Communicate with (or to) individuals or groups verbally and/or in writing (e.g. customers, suppliers, associates).
* Completes work assignments and priorities.
* Complies with company policies, procedures, and standards of ethics and integrity.
* Processes payroll documentation for pay adjustments.
* Provides administrative and human resource function support.
* Provides support for the hiring process.

**Organization** : MEENAZ Footwear Showroom (INDIA)

 (2013-2016)

**Designation** : Cashier

* Greet the customers entering into organization.
* Handling all the cash transaction of an organization.
* Receive payment by cash and credit card etc.
* Checking daily cash accounts.
* Guiding and solving queries of customer.
* Providing training and assistance to new joined cashier.
* Maintaining monthly, weekly and daily report of transaction.

**ACADEMIC QUALIFICATIONS:**

* Intermediate : Civics, Economics & Commerce Board of Intermediate
* SSC : Secondary School Certificate Board of Secondary Education

**SOFTWARE SKILLS:**

* MS-Office, RDBMS, Windows-9X, Static Page Design, Web Publishing, Introduction to XML.
* Knowledge of Primavera Project Planner ver. 2.0 (Planning and Scheduling Project System).
* Microsoft Dynamic AX System.
* Typing Speed 35-40 WPM.

**STRENGTHS:**

* Good Communication Skills
* Innovative Thinking
* Consistency in work
* Efficiency

**PERSONAL PROFILE:**

 Nationality : Indian

 Languages Known : English, Arabic, Urdu, Hindi, and Telugu

 Marital Status : Married