**First Name of Application CV No 1660440**

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**Career Objective**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicate people, which will help me to explore myself fully & realize my potential. Willing to work as a key player in challenging & creative environment.

**Key Strengths**

Quick learning skill

Ability to work independently and as part of a team  
Strong interpersonal skills to interact with suppliers, associate teams & employees  
Excellent negotiations skills

Good in Microsoft office (Especially Excel)

Eager to learn new things

Ability to meet deadlines

Self-leaner

**Educational Qualification**

**April -2002 Mazhar –Ul-Uloom College,Tamil Nadu India**

Bachelor’s degree in Business Administration / Corporate Account-2002 (B.A.CS).

**April-2000** Aptech Computer Educational, India.

MS-Office 2007

Diploma in Computer Software.

**Career Level** **Account Payable/Procurement Executive/Store in Charge**

**Skills Skill Level Yrs. of Experience**

Planner & Sales , Warehouse In charge Expert More than 10 years of experience

Microsoft Office (Word, Excel, Power Point)

**Professional Experience**

**FARIDA SHOES PVT LTD.,**

**2009 to As on: Sales & Store In charge**

**As a Part of STORE INCHARGE:**

**JOB DESCRIPTION**

Under direction, performs a variety of shipping/receiving, stocking activities; stores and

Distributes supplies and equipment; maintains inventory and stock records; may serve as a lead worker to other classified staff in the area; and perform related work as required.

**Key Duties and Responsibilities:**

* Receives and inspects all incoming materials and reconciles with purchase order; processes and distributes documentation with purchase order; reports, documents and tracks damages and discrepancies on order received.
* Independently handle all stores functions like receipts, arranging inspection storage preservation, stock checking, issues and document preparation related to the functions and updating in software.
* Coordinate with vendor to assure stock received is properly checked, counted and entered in system.
* Receives and stores documents and confidential files; maintains record of approved documents and confidential file destruction.
* Ships canceled and damaged items back to vendors as appropriate.
* Plan and procure material as per requirement, MRP processes and procurement
* Purchase request creating daily basics as per requirement.
* Assists in producing daily, weekly and quarterly financial reports.
* Preparation of Monthly Stock Report By 3rd of following month
* Coordinate with various departments for proper inventory control
* Coordinate with Internal and External Auditors.
* Internal coordination between sales and stores team.
* External coordination with shipment, freight forwarding and transport companies.
* Enter records, delivery schedule, booking details etc., in the system.
* Maintain up-to-date all stock control documents such as catalogues changes, combinations, inter stores transfer, return notes and adjustment notes to ensure that such documents are auctioned correctly, speedily and effectively
* Maintains the warehouse, records area and stores area in a neat and orderly manner.
* Answers questions regarding procedure and resolves discrepancies regarding receipts, deliveries, warranties, and repair and surplus items.
* Assist in training junior level employees.
* Coordinates with supplier to replenish call-off order materials
* Performs other related or similar duties as assigned
* Types and proof reads a variety of materials such as letters, reports, tabulations, statements, email etc by using computer programmers’ such as Excel, Word, etc.
* Assists in the preparation of the basic data for budgeting, functions such as department’s focal point for monitoring expenditures and reporting variations.
* Checks accuracy of vender invoices received from Finance with appropriate supporting documents before passing to supervisors for initial approval and further action.
* Dispatches and collects department mail for internal distribution and passes urgent messages to concerned staff as and when necessary.
* Collects and prepares monthly statistics data for the department monthly reports, drafts routine letter as and when required, types all office correspondence and communications using the PC and fax machine.
* Maintains the department centralized records system and the materials traceability system for tracking of material test certificates.
* Involves in various aspects such as creating and releasing PR, releasing automatic P.O.’s & maintaining system generated records pertaining to Term Contract Materials.
* Sources quotation from vendors and prepares purchase requisitions for storage requirements.
* Carries out other related or similar duties such as operates and controls the use of the Photostat and fax machine. Enters / retrieves information from Syestem as and when required. Answers telephone and take messages. Maintains adequate supply of stationary and raises requests as and when required.
* Reconcile the outstanding cheque.

**2002 TO -2009 : ASTON SHOES PVT., LTD.,**

**Company: LEATHER MANUFACTURE COMPANY**

**Job Role: Warehouse in Charge/Data Entry**

**Responsibilities:**

* + - * Stock Checking and Inventory
      * To maintain records, possess internal & external co-ordination with department and others.
      * Have to handle labor and their working schedule and other labor related works
      * Will maintain register and filing works.
      * Have to reporting to head department
      * Receives all Purchase Orders and organizes physical files, ensures the distribution to indicated parties.
      * Records all information thru MS-Excel and WMS Software as per documents.
      * Picking as per pick list SO.

**Personal Information**

Age / Gender : 35 Years / Male

Martial Status : Married

Religion : Islam

Nationality : Indian

Languages : English, Urdu, Hindi and Tamil

Interest Activities : Sports and Travel