**Shakil**

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**EXECUTIVE PROFILE**



Result driven professional with a solid aptitude for carrying out company plans in the best possible manner and delivering more than desired results. Eager to join a professional organization where I can contribute, be a team player and prosper with opportunities of challenging assignments to enhance my knowledge for a sustained mutual growth. I am quite aggressive in pursuing my Key Result Areas as well as have proved to be an efficient & effective team player. I do posses the aptitude for learning more on the job, delivering desired results under pressure, Man management, adaptable to changes both internally (within company) as well as externally (market & business partners). I assure you that I will maintain the same level of Self Confidence, Motivation & Creativity within any organization I join in order to achieve short term & strategic organizational objectives.

**Field of experience: Facilities Management /Logistics**

1. **Admin Assistant / Data Capturer** for **Axiom Telecom Dubai** from (August 2011 – September 2012)Key Result Area:-
   * Warehouse Management - Stock Accuracy.
   * Handling Price Correction – Wholesale & Inter Company transfers.
   * Processing Supplier Returns ( Fono to Axiom and Axiom to Supplier )
   * Processing Stock / Sales / Customer Returns for Retail / Eppco Enoc / Emarat / Adnoc / Thuraya / refurbished channels.
   * Coordinating with the operations division and maintain stock accuracy in both systems (Oracle based ERP and Stock Keeper).
   * Daily variance investigation by comparing stock movements in ERP and SK and clearing it if any.
   * Handling Finance Reconciliations between Axiom and Fono.
   * Creating and processing Optimiza ( An automated system which calculates and creates stock requirements to Retail outlets) and supervising the entire cycle till stock dispatch.
   * Processing sales orders for Petrol Station outlets.
   * Processing Purchase Orders for Axiom to Fono transfers ( Inter Company ).
   * Maintaining and cross verifying ware house in/out report.
   * Creating and processing stock allocations to requested locations.
2. **Receiving Co-ordinator** for **Axiom Telecom Dubai** from (September2012– December 2014) oncontract

Key Result Area:-

* Handling (GRN) Goods Receipt Note for the shipment received.
* Preparing Job Risk Assessments, Facility Risk Assessments and COSHH of chemicals.
* Submitting the above said to a board of highly qualified personnel from DUBAI PROPERTIES and

getting their authentication to commence the project.

* The team from Dubai Properties conducted an initial audit of the procedures prepared and the safety methods in place.
* The project was initiated on July 3rd, 2006.

**Phase 2**

* Handling in two sites of work ( DIFC & DHCC ) a total of 120 staff.
* Maintaining personnel deployment records, attendance records, duty details and assigning jobs to individual supervisors, providing them with a scheduled chart of the work to be completed, following it up and logging it.
* Reporting to the Facilities Service Manager and submitting monthly and periodical reports on overall activities.
* Handling personnel salary details by preparing timesheets and verifying them.
* Studying the HS & E part of the tasks involved and introducing necessary controls to ensure safe working atmosphere for the staff.
* Preparing monthly invoice charge able to IDAMA for Lahej & Sultan and furnishing details of all charge able, non charge able & additional tasks completed on request of any clients. The detailed list of consumables used in particular sites are also provided.
* Receiving and supplying chemicals strictly according to their hazard classification an maintaining stock records.
* Conducting weekly reviews of any HS & E issues raised and training personnel on HS & E by holding weekly meetings.
* Revising the current procedures and introducing any new controls as and when the work expands to ensure quality and safety.
* Furnishing the company with details of all works in regard of the monthly Quality & HS & E audits.

**COMPUTER PROFICIENCY**

Hands on experience on Windows 2003 Environment, Ms-Office and Oracle. Good working knowledge on Intranet based supply chain information systems and Internet.

**PERSONAL DETAILS**:

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| --- | --- | --- |
| Date of Birth | : | 25th May 1987 |
| Marital Status | : | Married |
| Sex | : | Male |
| Language known | : | English, Hindi, Marathi, |
| Visa Status | : | None |

**ACADEMICS:**

**Senior Secondary** (+2) Central **School – Maharashtra**

**COMPUTER LITERACY:**

Fully conversant with **MS Word, MS Excel, Power Point and E mail**

Basic skills in **Windows Troubleshooting**, **Installation processes (Windows & Linux).**

Basic knowledge of **Linux (Redhat, Debian & Suse)** & **Windows Server 2003**.

Conversant with **Stock Keeper** and Oracle based **ERP**.