**CURRICULUM VITAE**

\

**JEELANI**

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**Objective:** To achieve the challenging position which meet my experience and qualifications to have good future?

**Essential Duties and Responsibilities:**

* Maintains Receiving, Warehousing and distribution operations by coordinating, operational monitoring as per company procedures.
* Maintain proper bin and stock control system as per Company standard and requirement.
* Proper storage of all Electrical, Electronics, Mechanical and Janitorial, Food items and spare parts.
* Process ware House Forms to Control the Inventory and Better achievement such as Receiving and issuance.
* Handling and Dis-position of materials and maintenance of Inventory.
* Scanning Parts from Export and Import Shipments.
* Maintain and control inventory levels by conducting physical counts, reconciling with data storage system and facilitate inventory transactions.
* Handle Receiving reports, issuing Vouchers and Local Purchase.
* Supervises warehouse staff by enforcing policies by documenting, disciplinary actions, performance evaluations and reporting to higher management for further action.
* Well knowledge of import and export goods.
* Handle correspondence and Administrative Works and make daily, weekly reports.
* Co-ordinates with other section Supervisors about their actual requirement s and procurements.
* Co-ordinates with the Purchasing Manager for timely purchasing and delivery of the materials both Local and Overseas purchase to meet the requirements.
* Prepare and update the list of Materials/Spare Parts, Tools and Test Equipments as well as assets of company.
* Operate warehouse electrical Stockers and other equipments.
* Prepare and submit computerized stock status report on Weekly and Monthly Basis.
* Give suggestion to the Management regarding Ware House/Logistics Activities and operations during the official meetings.
* Worked With ISO-9001 Certified Company with ISO standards.
* Communicate with suppliers to delivery of materials/items to Warehouse in right times to achieve better performance.
* Make sure materials/items dispatch to correct area on time.

**Experience:**

* Worked as a Administration Clerk/Store Keeper in Panchayat Raj Department, Government of Andhra Pradesh, India since March-2004 to July-2007 { Three Years Four Months }
* Worked as a Ware House Manager in Om Sai Cars India Pvt Ltd since August- 2007 to August-2010 {Three Years}
* Worked as Ware House /Logistics Officer and Specialist at Wadi Al Dawasir Airport, Saudi Arabia which is managed by General Authority of Civil Aviation with Safari Company Limited since August-2010 to September-2012 {Two Years One Month}
* Worked as a Stores officer in S&J Construction Pvt Ltd since October- 2007 to March 2014.
* Working as Dispatcher in Arab Business Machine FZE (Middle East) since June2014 to till date.

**Skills:**

* Able to effectively communicate in English and Arabic.
* Excellent communication and interpersonal skills.
* Able to work with team environment.
* Having a positive attitude with good ability to achieve the best results.
* Having a friendly manner to establish and maintain good customer relations.

**Education Qualifications:**

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| --- | --- | --- | --- |
| **S.NO** | **CERTIFICATE** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** |
| 1 | SSC (Secondary School Certificate) | Board of Secondary Education | 2001 |
| 2 | Intermediate(Higher Secondary Certificate) | Board Of Intermediate Education | 2007 |
| 3 | Bachelor of ARTS | Dr.Ambedkar Open University | 2010 |

**Professional Qualifications:**

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| **S.NO** | **CERTIFICATE** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** |
| 1 | DTP( Desk Top Publications) | S.V.Institute of Computer Education | 2003 |
| 2 | National Trade Certificate | Department Of Employment & Training  | 2005 |

**Extra Activity:**

* Excellent Knowledge about Petty Cash maintenance and Preparing Accounts reports.
* Excellent knowledge in Pay-Roll Section about Payment of Staff Salaries.
* Well knowledge about Office Administration and maintenance.
* Well knowledge about Import and Export Goods.
* Well knowledge about spare parts purchasing and maintenance.
* Having good Data Entry Skills and well use of Modern Application Packages ( Microsoft Office)

**Lanuages known:**

Have excellent Knowledge in English, Arabic, Hindi, Urdu and Telugu in oral and written.

**Personnel Details:**

**Date of Birth** : 10th May 1986

**Sex** : Male

**Marital Status**  : Married

**Religion** : Islam-Muslim

**Nationality** : Indian

I hereby certify that the particulars are given by me true and accurate to the best of my knowledge. Further if I am selected, I guarantee to abide by the rules and regulations of the company and would work harder and honestly to entire satisfaction of my superiors.