# Fatima Emirates ID1000a0004Mirza

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  **CAREER OBJECTIVES**

To achieve high career growth through a continuous learning process and to enrich and utilize my esteem skills in the field of accounts.

**RESUME SUMMERY**

I have total 9.1 years of experience in the field of Inventory accounts, store supervision & production planning, around 7.1 years in UAE as Inventory accountant cum store supervisor and 2 years as assistant accountant in India.

**PROFESSIONAL EXPERIENCE**

**1-Gulf International Chemicals S.A.O.G** **Nov/2010 - Till Date**

GIC develops, manufactures and markets high quality specialized construction chemicals that are used for every stage of construction and also provides the necessary support and services for the product application. GIC as the leader in innovation ensures outstanding product quality with optimal environmental friendliness. The company’s products are marketed under the brand names Tuf Bond and GIC

 **Designation:**  Inventory Accountant Cum Store In-charge

 **Roles and Responsibilities:**

* Ensure work order is manageable for production.
* Coordinate between production and purchasing on all inventories movement
* Ensure & maintain cycle count accuracy.
* Monitoring and maintaining company system.
* Plan and schedule correct and timely kitting and delivery of materials, ensure smooth material flow & practice FIFO.
* Tracking inventory movement and update planner & purchaser when kit shortage occurs.
* Control, monitoring and improving the day to day activities of the warehouse.
* Ensure safe keeping and control accurately of good received and delivery.
* Organizing and controlling the level of stock.
* Prepare Daily Stock Report to marketing service department in HQ.
* Constantly keep the store in an ordering manner clean and maintain safety & security.
* Undertake other relevant task as directed by marketing service manager

**ACADEMIC QUALIFICATION**

**B-COM** from Indira Gandhi National Open University, Delhi, India. Year: 2008.

**PROFESSIONAL SKILL SETS**

* One year course of Advance Diploma in Software and Information Technology.

 (Includes Computer Fundamentals, MS-Office & Networking).

* Three month’s course of Diploma in Financial Accounting (Tally).
* Three month’s course of diploma in Hard Ware Computer
* One year course of Diploma in Tally-9.0 & 7.2.

**PERSONAL DETAIL**

* Date of Birth 05th August 1981
* Marital Status Single
* Nationality Indian
* Marital Status Single
* Date of expiry 14-03-2027
* Languages English, Hind and Urdu
* VISA Status Employment Visa

**DECLARATION**

 I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

  **Mirza**