

 Sajid

CAREER OBJECTIVE:

**To secure employment in a position that will enable me to use my skills, to accomplish my duties efficiently and be part of an office team that encourages increasing responsibility and advancement**.

Client: Bowling City Group,Alain Mall,Al Ain,United Arab Emirates.

Position: Cashier

 January 2006 To November 2008.

Client: Bowling City Group, Momento Restaurant{Italian restaurant},Al Ain,U A E.

Position: Cashier,Storekeeper Food&Baverages And Receiving.

 December 2008 To December 2009.

Client: Momento Restaurant.U A E University I T College,Al Ain,United Arab Emirates.

Position: Store keeper Food&Baverages,Receiving,Purchaser and Supervisor {Italian restaurant}.

 January 2010 To July 2013.

Client: Metal Cut Tools.Shobana colony,balanagar Hyderabad.

Position: Cashier,Store keeper and supervisor.

 September 2013 To December 2013.

Client: S A Enterprises.Sobhana colony,balanagar Hyderabad.

Position: Cashier,Store keeper And receving.

 January 2014 To May 2014

Client: AL Naba Catering Services L L C.Muscat Oman.

Position: Store keeper,Receiver and Supervisor.

 June 2014 To January 2016.

Client: Mobile zone LLC. Al Ain United Arab Emirates.

Position : Store keeper, Sales and Cashier.

 April 2016 till Present.

Responsbility Of Work:

* Maintain complete updated purchasing records data and pricing in the system.
* Coordinate with suppliers to ensure on-time delivery.
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
* To keep all the inventories updated.
* To maintain all the stores and purchase records at all times.
* To minimize cash purchasing.
* Should have good negotiation Skills.
* Should have good knowledge to locate vendors through internet.
* Plan and manage inventory levels of materials or products.
* Submission of Bills to customer Forwarding any communication from customer to HO as per instruction of Site incharge.

EDUCATIONAL QUALIFICATION

* 2004-2005 SSC.
* Intermediate.

MY IDENTITY

Skills in leadership, communication and problem solvingAbility to motivate and self-start

with an aptitude for learning new skills quicklyEffectively manages many different responsibilities simultaneously.

Personal Information

Citizenship Indian

Marital status Married

Date of birth 10th may 1983

Religion Islam

Languages Hindi,English,Telugu,Urdu and Arabic.

Email: sajid.340980@2freemail.com

C/o-Mobile: +971 50 3718643

Interested Reading books

 Sports

 Browsing

DECLARATION*:*

I here by Solemnly Declare that all the statements made are true and correct to the best of my Knowledge.

 Thanking You