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**ABDELI**

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| C/o- (M) : +971-50 3718643 (E): [abdeali.344545@2freemail.com](mailto:abdeali.344545@2freemail.com) |

**PROFESSIONAL SUMMARY**

With over 5years experience in inventory management, Team management and strong organization and administration would value the organisation in of terms of financial growth.

**SKILLS**

* Proven ability to multi-task in fast-paced environment.
* Hard working, detailed oriented, and willing to ‘go the extra mile.’
* Strong background in computer languages and programming.
* Outstanding verbal and written communication skills.
* Able to work independently or as part of a team.

**WORK EXPERIENCE**

**Sharaf DG (Abudhabi) May 2015 - Present**

Inventory Executive

**Responsibilities:**

* Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
* Ability to reconcile stock counts to report data.
* Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
* Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
* Processes and/or approves invoices for payment.
* Processes and documents returns as required following established procedures.
* Prepare inventory reports and highlighted low stocks.
* Handles key inventory tasks and monitored for inventory discrepancies.
* Performs routine administration duties, including data entry, answering telephones, and assisting customers.
* Prepare daily, weekly and monthly reports of in and outbound goods records.
* Team player with proven ability to cut inventory variances and error rates through strong management practices and adherence to policies and procedures.

**Hashmi Telecom Nokia Centre 01- 2012 to 05- 2015**

Inventory control Specialist

**Responsibilities:**

* Responsible for monitoring all inventory levels and reporting any issues to management.
* Worked closely with sales, logistics and purchasing to do the inventory projection for the upcoming budget.
* Assisted in arranging and administering the quarterly inventory process for the entire warehouse.
* Responsible for monitoring all incoming inventory and checking the inventory against purchase order.
* Responsible for checking inventory level regularly and reporting any potential issues to management.
* Organized and managed five large stocks areas each areas comprising into 10,000 line items: maintained excellent accuracy rating.
* Excellent communication and interpersonal skills with a proven effectiveness n project leadership. Coordination and teamwork, achieving on-time and on-budget delivery of goods.
* Identify and implement supply chain improvement opportunities.

**EDUCATION QUALIFICATION**

* Bachelors Degree in Commerce (B. Com), Indore University -2015.

**COMUTER SKILLS**

* Computer literate with Ms Office package, ERP.
* Tally Erp9, 7.2 - Use some types of Accounting Sales Purchase etc.

**ADDITIONAL QUALIFICATION**

Diploma in “TALLY ERP 9” Nice computer education 2015.

**PERSONAL INFORMATION**

Date of birth : 16 June 1993

Nationally : Indian

Visa status : Employment visa

Gender : Male

Language : English, Hindi, Guajarati, Urdu.

**HOBBIES**

Internet Surfing

Cricket

**DECLARATION**

* I hereby declare that the information furnished above is true and to the best of my knowledge