** CURRICULUM VITAE**

**Syed**

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**CAREER OBJECTIVE:**

Looking forward to an organization that offers a challenging environment to work in and provide scope for individual development which offers attractive prospects for long term personal development and growth.

**WORK EXPERIENCE:**

**STOREKEEPER : univercell mobiles store From: 10th December 2012 to 21st February 2016**

**Key Responsibilities Handled:**

* Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
* Responsible for upkeep of various appropriate records of materials received.
* Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
* Issued supplies as per the demand of the clients and maintained records of payments.
* Maintained the budget of all the expenditures incurred and presented same to store managers.
* Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
* Monitored the functioning of store equipment and reported problems and failures to the supervisor.

**ACADEMIC QUALIFICATIONS: Bachelor of Commerce ( B.Com )**

**TECHNICAL SKILLS**

* PG, Diploma in Computer Applications (PG, D.C.A.)
* Hardware and Networking
* Operating Systems
* Diploma in AutoCAD
* Tally7.2,Wings2000 (Professional), Focus5.006

**STRENGTHS**

* Honest and hard working.
* Adaptable to any environment.
* Ability to manage task in given time.

**DECLARATION**

I hereby declare that all the above given information is true to the best of my knowledge. I assure you, that if an opportunity is given in your esteemed organization, I will do my best and help the organization for its further growth.