#

**CURRICULUM VITAE**

# **Fasih**

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**PROFESSIONAL OBJECTIVE:**

*I constantly seek to enhance my skills and competencies while integrating these with the organization requirements. I am to assume a position of responsibility at an appropriate level in an organization, which will utilize my background, abilities and interest's while providing opportunity for growth and advancement both for organization and for me.*

**WORK EXPERIENCE:**

**SAUDI AXIOM TELECOM LIMITED (SAUDI ARABIA)**

**November 2012 – November 2016**

 **Experience Summary:-**

* Worked as Logistics Team Leader in Saudi Axiom telecom limited.
* 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 Shipments and ensured that all the supplies were in proper order.
* Employ location coding and stores coding for easy identification of every item of stores.
* Follow up with ground team for palletisation and replenishing of stock on their particular locations.
* Analysing the stock variances thoroughly and rechecking the same through cycle count Process.
* Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
* Responsible for updating the received Stock in System.
* 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.

**NESTLE, HYDERABAD**

**February 2010 – Oct 2012**

**Experience Summary:-**

* Worked as a Store Keeper In Nestle, India.
* Keep records of items shipped, received or transferred to other locations.
* Ensure that delivery vehicles are unloaded and loaded safely.
* Maintaining inventory management system for store.
* Regular monitoring of store activities for smooth functioning.
* Responsible for stock inventory on regular basis.
* Responsible for monitoring stock availability in the store.
* Store the materials in the allotted places
* Maintain effective working relationship with all staff.
* Arrange and seggregate items in their corresponding location.
* Arrange the certification in delivery orders for payment process.
* Following up with the delivery team for time to time deliveries.

**SNAPPY ADVERTISING LLC, DUBAI**

**January 2009 – January 2010**

**Experience Summary:-**

* Worked as Store Assistant in Snappy Advertising LLC.
* To exercise general control over all activities in store department.
* To ensure safe keeping both as to quality and quantity of material.
* To initiate purchase requisition for the replacements of stock of all regular store items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* To initiate action for stoppage of further purchasing when the stock level approaches the maximum Limit.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* Protect materials from losses due to fire, theft and brokerage.
* Co-Ordinating with staff for effective work.
* To reserve a particular material for a specific job when so required.

**SAA INDUSTRIES, HYDERABAD**

**August 2007 – December 2008**

**Experience Summary:-**

* Worked as Store Receiving coordinator in SAA Industries.
* Responsible For Maintaining Store Activities For Smooth Functioning.
* Prevent unauthorized persons entering into the stores
* Maintaining proper record of receipt, issue and balance of all items of materials
* Responsible For regular checkup whether the Stock Is Properly kept On the Proper Locations or not.
* Maintaining proper records for the supplies.
* Maintain a clean and safe working environment as per the standard of company.
* Review invoices, maintains records and performs periodic inventories.
* Following Up with the Deliveries.
* Responsible for securing the status of each supply.
* Responsible for Checking Up possible damages.
* Maintaining Records for the number and kind of supplies.

**Skill Set:**

* Excellent Microsoft Office suite skills.
* Communicate effectively with staff/executives – Excellent verbal/written communication skills.
* Team Management with maximum output.
* Attention to detail organizing and time management skills.

**Educational Summary:**

* Bachelor’s Degree in Commerce from Osmania University, Hyderabad.
* Intermediate with CEC from Neo Quantum Junior College, Hyderabad.
* Seventh Day Adventist High School, Hyderabad.

### Personal Details:

Date of Birth : 20th November, 1980

Nationality : Indian

Gender : Male

Languages known : English, Hindi, Urdu

Marital Status : Married