******

**Objective**

Looking forward for an organization that will appreciate my contributions and reward my efforts, having a team of professionals and quality environment where my knowledge and experience can be shared and enriched.

**Qualification**

Bachelor of Commerce (B.com) from OSMANIA UNIVERSITY in 2009.

 Higher secondary from board of intermediate education in year 2006.

High school from board of secondary in year 2003.

**Experiences:**

**Company Name:METRO MART AGENCY**

**Location : INDIA**

**Duration:FEB2015toMARCH 2017**

**Designation:WAREHOUSE MANAGER**

**Responsibility**

* In charge of inventory in warehouse.
* Overseeing receiving, warehousing, distribution and maintenance.
* Manage stock control and reconcile with data storage system
* Co-ordinate with clients, supplier and transport companies.
* Generating reports and statistics regularly
* Receive feedback and monitor the quality of services provided**.**

**Company Name: SAUDI BINLADEN**

**Location : SAUDIA ARABIA**

**Duration : DEC 2011 – OCT 2014**

**Designation : Safety cum Administrator**

**Responsibilities**

* Preparation of incident report and follows up the documents.
* Carry out daily work permit system.
* Implementation of Director’s advice
* Inform officially to staff of any instruction from management
* Collection report from the concerned department
* Prior information to director regarding any meeting or issues
* Preparationof inspection report and documenting hard copy.

**Company name: NEOSIS JUNIOR COLLEGE**

**Duration: JUNE 2009- MAY 2011**

**Designation: Personal secretary**

**Languages Proficiency:**

Have excellent command over **English, Hindi, Urdu and Arabic**.

If given an opportunity it will be my earnest endeavor to perform to the best of my abilities and will try my level best to maintain the standard of your esteemed organization with deep sense of loyalty.