****

**SAJAD**

[**SAJAD.366829@2freemail.com**](mailto:SAJAD.366829@2freemail.com)

**CAREER OBJECTIVE**

A challenging position in your organization to utilize my skills and abilities that offers professional growth. To prove myself as an important part of the organization by the achievement of given target and to work in challenging project that will utilize my educational background and expand my knowledge.

**ACADEMIC QUALIFICATION**

* **B.B.A –BACHELOR OF BUSINESS ADMINISTRATION**

Kerala University, India- November 2014

Institution: C.H.M.M College Chavarcodu. Trivandrum

Percentage of Mark Received: 65%

* **10+2 GROUP -COMPUTER SCIENCE-2011**

Higher secondary examination -Government of Kerala March 2011.

Marks Scored: 60%

Institution: M.M.H.S Nilamel, Kollam

* **S.S.L.C -Secondary School Leaving Certificate-2009**

General Education Department

Marks Scored – Distinction

Institution: M.M.H.S Nilamel, Kollam

**COMPUTER PROFICIENCY**

* Expert knowledge in Microsoft Office
* Exposure to Internet Operations
* Knowledge in Word, excel, PowerPoint.

**PROFESSIONAL EXPERIENCE**

**Organization : CONCORD CORODEX GROUP, DUBAI, U.A.E.**

**Designation : STORE INVENTORY CONTROLLER.**

**Duration : DECEMBER 2014 TO DECEMBER 2016**

**SOFTWARE USED : (ORACLE & ERP DYNAMIC AX)**

**WITH WORK EXPOSURE AS FOLLOWS**

* Receiving material.
* Arranging materials.
* Receive all items based on the LPO.
* Issues the materials as per the requisition of the production.
* To exercise general control over all activities in Stores Department.
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* To initiate purchase requisitions for the replacement of stock of all regular stores 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.
* Check inventory records for accuracy for the purpose of month end inventory.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* To reserve a particular material for a specific job when so required.
* To issue materials only in required quantities against authorized requisition notes/material lists.
* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.
* Good knowledge in MS office& internet Application.
* Preparing monthly confidential sales reports for presentation to management.
* Good knowledge of FIFO system.
* Good computer skills.
* Arrange all items in a store and follow FIFO system.
* Ensure to monitor and maintain the store inventory levels for re ordering the items.
* Keep records of items received, issued and transfer for tracking purposes.

**ABILITIES AND SKILL**

* Ability to grasp new Concepts rapidly.
* Having good inter-personal, communication, people management skills.
* Having high degree of self-motivation and highly persevere in achieving goals.
* Ability to work and communicate efficiently in a group environment.
* Willing to relocate and travel anywhere.

**STREGTHS**

* Iam a quick learner and a great team player.
* Good knowledge in MS office& internet Application.
* Good knowledge in Manual& computerized Accounting.
* Capable to work independently or as a team player on any assigned activity.
* Ability to work under pressure &meet deadline.
* Faster adaptability to changing environment.

**DECLRATION**

I hereby declare that the information mentioned above are true and correct to the best of my knowledge.