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| **Syed**  [**Syed.369416@2freemail.com**](mailto:Syed.369416@2freemail.com)  ***Operation Manager***  **Management professional/finance management/Retail management.** | C:\Users\insaf motors\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\scan0031.jpg |

**Profile :** Qualified professional with more than 10 years experience and proven skills in finance management for audit and accounts. Retail management for F&B and consumer goods and Warehouse Inventory control. A dedicated professional with proven expertise in Retail Area operation in modern world. The personnel view in direct supervision with operation team career record of achieving set goals within parameters of costs, quality, time, profitability and resource utilization.

**Personality:** A dedicated team leader, who can bring to your business additional Professionalism, passion, productive ideas, enthusiasm and out of the box thinking packed with practical work experience. Also a trust worthy colleague capable of dealing with constant challenges and leading change.

**Career Progression :**

**Area manager: Limra infotech-India(2015-2017)**

The leading and growing modern company in competitive market in south india sector for providing electronic goods smart phones and for the major brand of Lenovo,motorla and Lava.They dealing wholes sale sale to the retail customers more then 60 units for meet the market segment and various brands.

As a area manager involving the all management levels for the attain of company goals and make them profitable concern.for my previous experienced is contain this job natural responsibilities.

***Operation manager*: I CODE TECH PTE LTD-SINGAPORE(2013-2015)** 

In sinagapore one of the major IT cpmapny dealing i-application and android application development program and also overseas tele servies.

**Responsibilities:**

* Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee overall financial management, planning, systems and controls.
* Management of agency budget in coordination with the Executive Director.
* Development of individual program budgets
* Invoicing to funding sources, including calculation of completed units of service.
* Payroll management, including tabulation of accrued employee benefits.
* Disbursement of checks for agency expenses.
* Organization of fiscal documents.
* Regular meetings with Executive Director around fiscal planning.
* Supervise and coach office manager on a weekly basis.

**Responsibilities by Function**  
**Financial Management**

* Direct annual budgeting and planning process for the organization's annual budget.
* Develop and manage annual budget
* Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
* Managing day to day processing of accounts receivable and payable using QuickBooks, producing reports as requested.
* Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
* Assisting Executive Director and Board in creating annual organizational budget and monitoring cash flow.
* Managing grantor contracts and reimbursement requests.
* Maintaining Intersection's archival and administrative files.
* Administering payroll and employee benefits and organizational insurance.
* Ensure that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties.
* Develop long-range forecasts and maintain long-range financial plans.
* Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
* Prepare annual audit and be a liaison with all outside vendor.

**Organizational Effectiveness**

* Manage functions.
* Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
* Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
* Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.

**Organizational Leadership**

* Contribute to short and long-term organizational planning and strategy as a member of the management team

**Risk Management**

* Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
* Oversee organizational insurance policies.

***Operation manager*** – INFORMAL GLOBAL HOUSE PTE LTD-SINGAPORE(2010-2013)

In Singapore, a leading retailer company in dealing with major catering servies for workers domotories food supply and consumer goods under 15 branches with 220 Human efforts. It has wholesale division in Australia. Find the new companies and provide the food buget for tacking new orders to maintain profitable concern.

***Operation Executive-*** BOSPORUS PTE LTD- SINGAPORE(2008-2010) 

The nature of business is f&b and also dealing in flight catering servies.

A leading catering company origin in Turkish and established in Singapore. To do maintain the whole business activities and attain the goal of customer satisfaction with responsed make over profitability concern.

**Assistant Manager*-***co op.uk(2003-2008) 

2003-2008 Co-op consumer product unit in London. The semi-Govt (British) Business organization in Retail consumer goods in vital area. The area of strength is Customer Service, Administration, File maintenance, Cash management, Audit and Finance for the store budget. E- application and I-notes Software retail packages. To maintain the health and safety procedures with UK Law based.

***Ware House management*** - Take care of the warehouse and ensure proper stocking/stacking space as per the availability of the goods and maintain location wise stock system to identity stock whereabouts. In charge for complete logistics operations including inventory, materials handling in/out. Fulfil all custom formalities for in-bound and out-bound shipments and prepare reports for management.

**Inventory Control & Management :**

Improve supplier’s relation and inventory control by effectively managing administration. Receiving material, ensuring PO specification/quantity/quality.

Manage procurement and authorized receipt and issue of material for stock. Maintain all input/output documentation/records and stock status. Conduct in-depth analysis of inventory division, responsible for stock, prepare list of shortage and coordinate with the suppliers and sales representatives for quick and timely supply of stock to ensure zero down time. Handle inventory, stock keeping records manually and computerized. Maintain housekeeping in stores and ensure safety of the area. Prepare stocks, warehouse and purchase reports at regular intervals for management. Monthly-quarterly-half yearly-yearly stock taking in coordination with auditors and involved in perpetual inventory. Taking corrective actions & measures required for change in demand-supply plan. Streamline the system and procedures for effective inventory control for ensuring ready availability of goods.

**Education :**

**Diploma in Business Application Programming 2003**

**(College of Technology – London)**

Master of Business Administration (First Class) (2000-2002)

(Madras University – India)

Bachelor of Business Administration (Second Class) (1997-2000)

(Bharathidasan University – Trichy, India)

**Computer Skills :**

Diploma in Software Science 1997

(Aptech Computer – India)