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| **IRSHAD** [**IRSHAD.371479@2freemail.com**](mailto:IRSHAD.371479@2freemail.com) |
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| **IMG_0003.jpg**  **Personal Details**  **DOB:** 12,Aug, 1989  **Nationality:** Indian  **Status:** Male/Married  **Visa:** Residence Strengths/Skills  * Ability to easily understand new concepts with minimum refractory time * Confidentiality * High adaptability * Perseverance and Integrity to Work * Objectivity * Innovative thinking   ***Languages Known:***   * English * Hindi * Urudu | Abridge  Result-oriented, adaptable, self-motivated, and multilingual service professional with good multitasking experience.  Career Graph  2010 TO present  PURCHASE /LOGISTICS OFFICER/INVENTORY  Executive summary  A competent professional, with around 5 years of experience in  Procurement, Purchasing, Inventory. Domain knowledge in procurement, inventory levels, logistics, Customs Documentation, shipping related, accounts and purchase. Preparation of Management Information System. Significant exposure in developing and effectuating innovative business development strategies. An effective communicator with except relationship, management skills with the ability to adapt with people at any level of business and management.  Professional Experience  **1.ARAFA BLANKETS AND BAGS TRADING LLC**  Purchase officer  2015 to till date  **3. WESTERN INTERNATIONAL LLC**  Procurement and Logistics Officer  November 2010 – 2014  Procurement/Purchase  Job Profile   * Procurement and Forecasting. * International Sourcing(China Mainlands and India) * Expertise in shipment control and import/Purchase modules * Shipment Arrangements * Local Purchase * Supply Chain * Import/Export knowledge * Customs Knowledge * Expertise in **SAP** for the all the modules such as Purchase order**, requisitions, Inbound deliveries , Goods Receipts notes, Inventory Modules** * Preparation of Inventory reports * Stock Aging Analysis * Re order levels * Experienced in Supplier Payments and Account reconciliations * Supplier contacts and Negotiation. * Customs clearance and Documentations * Supplier cost control * Well versed in preparation of department wise Monthly Collection Report. * Expertise in reconciliation of receivable & payables with their respective statements * Expertise in dealing with banks for issue of Letters of Credit and Bank Guarantee and other various issues * Supervising and coordinating subordinates to ensure in smooth   Education   |  |  | | --- | --- | | **Master of Commerce –**Specialization in Computerized accounting. | Madurai Kamraj university, India | | **Bachelor of commerce (B-COM)** Specialization in Computerized accounting. | Calicut university, Calicut, India |   Computer Literacy   * **ERP PACKAGE: S.A.P. FI/SO (Trained in SAP FI/SO modules in 2010)** * **ACCOUNTING PAKAGES/ERP: TALLY AND OMEGA** * **MICROSOFT OFFICE APPLICATION** |
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