CURRICULUM VITAE

Khaja,MOB:- C/o 0503718643 , Email ID: - **khaja.379236@2freemail.com** 

**Career Summary:**

CCA

Overall more than **4years** of experience in the area of **“Stores Manager& Logistics Executive**“in Dubai - UAE & Qatar Region, I would like to be a part of an Organization which not only provides me an challenging work culture but also gives me an Opportunity To utilize my professional expertise to add value to the growth of an organization & its Profitability

**Highlights:**

* **Logistics*/*Warehousing/Store/Purchase & Distribution operation management*.***
* **Inventory Management/ Supply Chain / Book Keeping.**
* **Sales / Procurement Knowledge,**
* **Ability to coordinate vendors,**
* **Worked on ERP Systems like (E-Promise & Odoo Software’s).**
* **Team building & Problem Solving.**

**Academic Back Ground:**

* **B.Com(Bachelor of Commerce)**

 Institute **:** Jagruti Degree College, Hyderabad (Osmania University) Year (2012)

 Specialization **:** Commerce, cost & management, advanced management

**Technical Qualifications:**

Operating System **:** Windows 98, 2000, XP, Windows7& 8

Packages **: ERP Software’s (E-Promise, Odoo)**, Tally 7.2/9.0, Focus 5.0, Wings, Peachtree

**Work Experience:**

 **1. Specialized Qatar UPVC windows & Door System :- Jan- 2017 To July- 2017**

**Store Manager & Purchase Officer**

*Job Responsibilities Performed*

* Posting in ERP Odoo Software
* Purchasing materials from National and International country suppliers (like: Turkey, Germany).
* Preparing Orders and sending to suppliers, requesting for performer Invoices/Quotation for approval from management, coordinating with accounts department for preparing Letter of credit (L/C) , Coordinating with suppliers for packing list and loading of container bills,
* Book and monitor shipments of requested goods to ensure they are timely and properly delivered.
* Prepares local purchase order for the approved material requisitions.
* Sending purchase order to local supplier after approval from management.
* Follow-up deliveries of purchase order from local suppliers.
* Informs requester about the delivery status of requested materials.
* Coordinate with requester for the material document of requested materials and submits this to the Accounts department.
* Maintain and update records of local purchases.
* Arrange air ticket booking for staff either on vacationing or cancellation.
* Report to Purchase Manager for any related issues of the department.
* Performs documentation on related purchase itineraries for reference.
* Keep a constant check on stock levels,
* Liaise between suppliers, manufacturers, relevant internal departments and customers,
* Build and maintain good relationships with new and existing suppliers,
* Negotiate and agree contracts, monitoring the quality of service provided,
* Keep contract files and use them as reference for the future,
* Forecast price trends and their impact on future activities,
* Evaluate bids and make Comparison sheet,
* Ensure suppliers are aware of business objectives,
* Attend meetings and trade conference,
* Train and supervise the work of other members of staff.
1. **East Coast Contracting & Trading L.L.C. Fujairah ( U.A.E ) :- April -2015 To Oct-2016**

***Store Manager***

***Job Responsibilities Performed****: - As A Store Manager I was independently Managing a Chain of 17 Stores Across UAE Region, including Dubai, Sharjah, Fujairah & other Territories Responsible to Manage the materials in Stock as per the specific sites requirement & ensure to deliver the material in stock in accordance with the company policies & compliance.*

* Posting in ERP Software (E-Promise).
* Provide direction to (All Stores) shift leaders, and staff to achieve stock goals setting as per the requirement.
* Weekly Review operations and staff to identify any problems, concerns, and opportunities for improvement
* Provide training to the Asst Store Officer and other staff and assess performance on an ongoing basis
* Manage the stores to meet or exceed standards in quality, safety, and cleanliness, Consistently monitor product and labor costs to remain within goals
* Posting Material Issue Voucher (M.I.V)&MTM’s (Material Transfer Memo)
* Preparing Goods Received Note (GRN) as for the MRV for Central Store and Site Sub Stores Materials.
* Preparing Purchase Voucher and Purchase Bill as per the GRN.
* Preparing Monthly Balance Material at Site Report.
* Checking of E-Mails and replying to HO Queries. Coordinating with Sr.Accountant and Purchasing Dept.
* Preparing the time sheet of all staff in the Store, Prepare the daily plan of distribution in all the sites/sub-sites to be executed with delivery team
1. **East Coast Contracting & Trading L.L.C. Fujairah ( U.A.E ) :- Sep-2013 To April-2015**

**Central Store In charge**

*Job Responsibilities Performed*

* Store should be kept clean and shelves and racks are properly stocked and products do not fall off the shelves.
* Store should be well lit, Ventilated and look neat and tidy as per ISO certified procedure.
* The signage displaying the name and logo of the store is installed at the right place and viewable to all.
* Preparing manual Material Requisition Form &it in ERP System for Central Store.
* Review all the Requisition orders of store and sites if bi-weekly/monthly to be providing the hard copy per the category of the request per department and projects.
* Checked the availability of actual stock in store to execute the planning orders accordingly as per request
* Coordinate with Store Manager/Purchaser Officer for the plan of items & quantity needful as per the request that not available at the store.
* Receiving Material from vendors for store & Prepared M.R.V (Material Receipt Voucher),
* Receiving, sorting all orders of different departments (Material Request, Uniform/Shoes Request, Stationery &Machinery) from Vendors as for the delivery Note & Documentation.
* Material Issued as for the Requisitions from sites
* Preparing of M.I.V (Material Issue Voucher)
* Follow up daily and checked the scan copy of all delivery done to be forward operation department.
* Tracking and monitoring of Materials, Provide and analyses the Weekly Report.
* Follow up call daily actual distributions, Weekly and Monthly.
* Update Stock Card Details, Fixed Asset Details for Central Store and all Sites.
* Maintaining the safe keeping of the all office files both confidential and non-confidential
* Coordinating with Site Store Keeper to update their stock cards of Inventory materials and Non-inventory materials available at site and to prepare summary (Monthly Site Usage Report).
* Preparing the time sheet of all staff in the Store.

**Skills & Strength:**

* Easily Adaptable to the situations.
* Good Communication and Inter Personal Skill.
* Hard Working & Self confidence, willingness to learn.
* Zeal to learn new things, ability to master them with easy and a flair for creativity.
* A Very good self starter in learning and implementation.

**Personal Details:**

**Nationality : INDIAN**

**Name : KHAJA**

**Date of Birth : 25-01-1989**

**Marital Status : Married**

**Languages Known : English, Hindi & Arabic (Basic)**

**Driving License : Holding Valid - UAE Driving License**

**Visa Status : Visit Visa Dubai Valid till (10/05/2018) may be extended.**

**Preferred : Flexible anywhere in GCC.**

**Declaration:**

***I hereby declare that the Information mentioned above are TRUE to the Best of my Knowledge & Ability, Request you to Kindly contact me on the above contact details to discuss more upon my Work Experience.***