SHAHID

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# OBJECTIVE

To grow professionally by using skills & knowledge developed during academic career & to explore opportunities in highly competitive environment to contribute best to the organization by outstanding performance.

# SKILLSAND ABILITIES

* Customer Focus, Customer Service,
* Data Entry Skills, Listening, Phone Skills, Verbal Communication, Building Relationships,
* People Skills, Interpersonal Savvy, Problem Solving, Multi-tasking.
* Able to use high technology equipment’s i.e. Photocopier Machines.
* Abilitytoprioritizemattersandconsistentlymeetdeadlines.
* Abilitytousetactanddiplomacyincommunicatingandsafeguarding confidential matters.
* Highproficiency inMicrosoftOfficesuchasWord,and Excel.

# Work Experience

Palmera Agricultural Business LLC (Urbacon Contracting & Trading Sister Company)

Doha Qatar

Storekeeper

January 2015 to Present.

# JOB DESCRIPTION:

Under direction, performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; may serve as a lead worker to other classified staff in the area; and perform related work as required.

# SCOPE:

The Storekeeper is responsible for all warehouse operations activities including shipping and receiving, deliveries, coordinating stock, documenting warehouse transactions, maintaining records, and overseeing storage of surplus inventory and property for the District.

# KEY DUTIES AND RESPONSIBILITIES:

* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
* Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries.
* Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff.
* Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.
* Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction. 6. Ships canceled and damaged items back to vendors as appropriate.
* Delivers and sets up furniture for various campus events as requested.
* Handles and documents storage and transportation of hazardous materials.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.
* Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
* Trains and directs the work of student assistants.
* May serve as a lead worker to other classified staff in the area.

**Purchase:**

Receiving purchase requisition from the stores, send to the purchase enquiry to concerned suppliers,

Collect the quotes from the supplier and make the comparison chart with last cost and selling price forthe approval,(Inventory Manager)

Make the purchase order with our terms and condition and send to the supplier,

Make the supplier evaluation for each year. As per the ISO procedure,

Analyze market and delivery systems in order to assess present and future material availability.

Maintain records of goods ordered and received.

once items received we should verify the goods condition and compare the invoice amount and quantity with purchase order.(Inventory Manager)

After material received must inspect all items

Posting all purchase entries verifying PO & Import cost.(Inventory Manager)

If WE find any damage and poor quality material must to be returned.(Inventory Manager)

Placing order for office use items

Making work order for all non trad-able items and non trad-able work.(Inventory Manager)

Manages stationery requirements for the department and other office supplies

monitoring all the annual work ,cleaning work,service work & replacement work done by perfect.

**Personal Dossier:**

* Professional and positive attitude.
* Quick learner and planning with executing the skills and experience.
* Capable and can work independently in urgency with positive actions.
* Flexible in working hours and committed to excellence.
* Committed to professional excellence, organized and flexible.
* Ability to maintain a good working relationship with all co-workers
* Main responsibilities of my job is to provide customer satisfaction and the highest level of

**IT Skill:**

* All OS Software, MS Office**–**Word ,Excel, PowerPoint, Outlook
* Well versed with the usage of Internet, E-mail

Time Keeper

January 2015 to Present.

Palmera Agricultural Business LLC ( Urbacon Contracting & Trading Sister Company)

Doha Qatar

**Roles and Responsibilities:**

* Maintaining and reviewing employee daily attendance data to keep track of employees absenteeism
* Making sure that all the leaves and other salary adjustments are made appropriately in payroll
* Keeping track of employees transfers, resignations and exemptions to keep the payroll records updated
* Regularly updating and taking backup of payroll database
* Maintaining records of employees medical insurance, pension plans and other such employee benefit plan
* Solving employees queries related to discrepancies in their salaries

**Roles and Responsibilities:**

* Maintaining time sheet, employees work sheet, and compute the wages of the employees
* Reviewing various employee work and attendance records to calculate discrepancies in employees payroll calculations
* Processing issues related to employees payment, earning and deductions
* Making sure that all the payroll related and attendance details are entered into the payroll software
* Keeping track of employees leaves such as sick leave, personal leaves, vacations, etc
* Keeping track of absence of employee from work due to official travel
* Sending daily arrival and departure report to the management

Logistics Administrator

January 2015 to Present.

Palmera Agricultural Business LLC ( Urbacon Contracting & Trading Sister Company)

Doha Qatar

**Job Objective:**

 Logistics Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

**Highlights of Qualifications:**

* Remarkable experience working in logistics administration position
* Huge knowledge of Warehousing and Store Management
* Deep knowledge of Export Controls and licensing
* Familiarity with SAP and warehouse distribution software
* Amazing ability to deal with difficult situations
* Solid organizational and communication skills
* **Professional Experience:**
* Managed direct import and stateside purchase orders.
* Executed coordination of incoming shipments.
* Conducted warehouse stock and inventory tracking.
* Aided accounts and logistics related queries.
* Assisted national administration team.
* Managed complete supplier contact database.
* Established scheduled window time changes.
* Generated packaging surveys and maintained AS400 supplier data.
* Maintained Excel part packaging additions spreadsheets.
* Coordinated between supplier base and logistics.

SaiShraddaha Enterprises

Kalyan (Mumbai) India

Storekeeper

July 8, 2011 to May 10, 2014.

**Main Responsibilities**

* Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
* Responsible for upkeep of various appropriate records of materials received.
* Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
* Issued supplies as per the demand of the clients and maintained records of payments.
* Maintained the budget of all the expenditures incurred and presented same to store managers.
* Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
* Monitored the functioning of store equipment and reported problems and failures to the supervisor.

# Education

Graduate: Bachelor of Science in Mathematics

Dr. Ram ManoharLohiyaAvadh University -

Faizabad, Uttar Pradesh

2009 to 2013

Computer Course:

•One Year Diploma of Computer application as Excel, Power Point, MS Word, Internet and Access

Post Applied for:

•Storekeeper

•Timekeeper

• Logistics Administrator

PORSONAL DETAILS

• Date of Birth :10-Nov, 1990

• Nationality : Indian

• Marital Status : Single

• Languages Know : English, Arabic, Hindi & Urdu

Passport Details:

• Visa Status : EMPLOYEMENT

• Place of Issue : Lucknow