Objective

To work in an environment which encourages me to succeed and grow professionally Where I can utilize my skills and knowledge appropriately.

Experience

Kalyani Road Carriers, Karimnagar store in charge

- 1. Maintaining the store in proper way.
- 2. Maintaining the drivers duty schedule daily.
- 3. Maintain the staff and miscellaneous files.
- 4. Checking the parts properly after receiving them from the AL Warehouse.
- 5. Maintaining the store neat and clean.
- 6. Checking driving license expire date of driver's driving license.
- 7. Checking insurance expire date of vehicle.

Juma Al Majid Est., Dubai

Store Keeper

- 1. Handling store in a proper way with all clean area.
- 2. Making the Estimation and Quatation with help of ERP Software.
- 3. Checking the part number with the help of Web Page Cataloge.
- 4. Checking the parts after receiving from branches, warehouse and from courier.
- 5. Ordering the parts as per the customer order & Maintaining the stock order.
- 6. Receiving the calls and giving the proper response to the customer and branches.
- 7. Making the annual inventory as per the schedule.
- 8. Maintain the body parts as per the location wise & small parts in bin
- 9. Maintaining the fast-moving parts and non-moving parts separately.

Hema Hyundai Pvt Ltd., Karimnagar **Store Keeper**

- 1. Checking the spare parts properly after receiving from Mobis by transport.
- 2. Maintaining and Ordering the stock order month wise
- 3. Maintaining the fast-moving parts and non-moving parts separately.

01/01/2019 - 25/01/2024

27/04/2011 - 31/08/2018

13/11/2008 - 08/12/2010



ALF Electric Company, Dammam, K.S.A Branch Secretary

- 1. Preparing the purchase orders and invoices with the help of ERP Software Navisation.
- 2. Arranging the weekly meeting with salesman.
- 3. Sending the invoices to head office month wise.
- 4. Attending the calls and checking the e-mail and replaying them.

Education	
Algappa University Chennai	June 2016
MBA(HRM) 62%	
Kakatiya University India	June 2000
B.B.M (Sales & Marketing) 52%	
Board of Intermediate	June 1997
63%	
Secondary School Certificate	June 1995
72%	

Skills

Hardworking, Good listener & quick decision maker, Problem solving abilities, Teamwork, Multitasking skills.

MS office tools, 30w.p.m English typing speed, Basic knowledge of ERP & Oracle clouds. Operating system – windows XP, windows vista windows 7, windows 10 and windows 11

Personal Details

Nationality : Indian Date of Birth : 16/03/1980 Marital Status : Married Visa Status : UAE Visit Visa Marital Status : +971505657275 <u>zubair-406036@2freemail.com</u>

Achievements:

Awarded Certificate as Employee of the month Aug-2014 with high performance and dedication.

Received **Online Training Programme – Level I Certificate** from Mobis 20thApril, 2014.

Received **Excel Online Parts Accreditation Program Certificate** from Mobis 25th September, 2017.

REFERENCE





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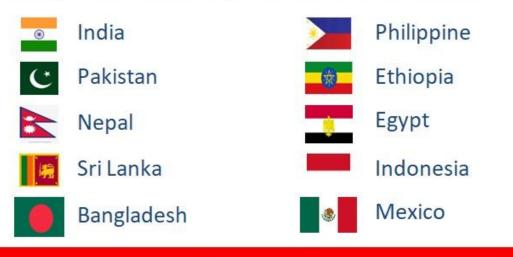
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