**FURQAN**

Email: [furqan.290616@2freemail.com](mailto:furqan.290616@2freemail.com)

**CAREER OBJECTIVES:**

To be a member of Professional at an esteemed organization in order to

Pursue an enriched career in Human resource and Marketing through utilization of Proficiencies

Attained and well-tailored career oriented assignments.

**ACADEMIC QUALIFICATION**

* MBA {HUMAN RESOURECE & MARKETING} Completed from India (2012).
* B.B.A from Al-Barakaat institute of Management (2008).
* SSC from Aligarh Muslim University India (2005).
* Matric from Aligarh Muslim University India (2003).
* **Driving License** pursuing from Dubai. (2016)

**EXPERIENCE:**

**AL RAJHI CONSTRUCTION LLC DUBAI ‘’ Logistic executive cum Store keeper “**

**12th June 2014 to till Date.**

* Coordinating with supplier.
* Maintain Check-List as per LPO.
* Preparation of Monthly Inventory as per Company Rules and Regulations.
* Physical Stock Statement on monthly basis.
* Maintain Updating Goods Receive and stock Register.
* Follow-up on material.
* Quantity & Quality checking of all incoming & outgoing materials.
* Handling Receipt & issuance of material within computerized environment.
* Reporting daily materials Consumption & stock Report to seniors.
* Process Supplier invoices in a timely manner, verifying accuracy & approvals.
* exercise general control over all activities in Stores Department
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* Check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.

**EXPERIENCE IN INDIA:**

**Prime Papyrus Products Pvt. ltd**

**From 2012-2014**

**PROFESSIONAL EXPERIENCE**  
World Islamic Publication pvt. Ltd Delhi  
**Executive Administrative Assistant** 2006-2008  
• provided administrative support to other executives.  
• Scheduled and maintained complex calendars.  
• Arrange and coordinated travel plans.  
• Reconciled invoices and expense reports.  
• Assisted with presentations and board meeting.  
• Prepared and maintained budgets.  
• Managed operational details and prepared agendas.  
• Maintained confidential records and files.

**Luminous Power technology Pvt. Ltd**

**Store in-charge**

**FROM 2011-2012**

**Executive Administrative**

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors.
* Create and modify documents using Microsoft Office.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system.

* Dissertation
* *Topic:-* Buying behavior of **FMCG** products

**Computer Literacy:**

* Diploma in PDCA
* Tally 7.2,9.1

**Strength:**

* Positive attitude, organized, systematic and hardworking.

**Hobbies:**

* Watching cricket
* Surfing net

**COMPUTER SKILLS:**

* MS Office (Word, Excel, Power Point)
* Internet browsing & Outlook
* Basic tally
* Epromise
* Crm
* Basic of tally

**LANGUAGES:**

* English
* Urdu
* Hindi

**CO CURRICULAR ACTIVITIES:**

* Reading Books.
* Traveling for better of Humanity.
* Love to work under Pressure & Handle the trouble.
* Volunteer working in Social communities.
* Good researching abilities.
* Flexible & quick Learner.

**Personal Details:**

Date of Birth 07-03-1984

Nationality Indian

Marital Status Unmarried

Languages Known Proficient English, Hindi and Urdu

**FURQAN Date:**