

**E-Mail :**  subair.369283@2freemail.com

SUBAIR

**CAREER OBJECTIVE**

To obtain position in result oriented leading organization which will help me to utilize my professional skills. My long term career goal is to become one of the most dynamic, ambitious individual in my area of interest with opportunity for additional responsibility.

**ORGANIZATIONAL EXPERIENCE**

**Firstsource Solution Administrator Nov’13 – Aug’14**

**Futurex Courier Service Billing Clerk Sep’14 – Feb’15**

**Devi Super Market Cashier Apr’15 – Jul’15**

**Friends Engineering Works & Trading Warehouse Clerk Jul’15 – Feb’17**

1. **Admnistrator - Firstsource Solution**(Kochi,Kerala,India)

Key Deliverables:

* Plan, Organize, and Administer the activities of office.
* Arrange travel accommodations and process expense forms.
* Answer employees queries.
* Assisting the Office Manager.
* Managing meeting rooms.
* Updating the database.
* Answering and transferring calls.
* Coordinating all work load with operations employees.
* Pass work load to above for them to manage.
* Daily, Weekly and Monthly review of all work carried out.
* Follow up on all work done and also pending.
* Assisting Finance Functions
* Invoice Management.
* Security supervision.
* Management of Housekeeping staffs and Responsible for facility management.
* Operates and maintains **Building Management System (BMS).**
* Performs routine checks and upgrades software as provided by the Manufacturer to ensure optimal functioning of the BMS system.
* Records maintenance data and generates reports as needed.
1. **Billing Clerk - Futurex Courier Service** (Kochi,Kerala,India)

Key Deliverables:

* Perform duties such as compiling, analyzing and recording bills, preparing and issuing invoices and providing customer service.
* Issuing monthly statements, keeping customer files updated with current invoices, bills and contact information.
* Accurate and reliable in handling accounts and documents.
1. **Cashier – Devi Super Market** (Thrissur,Kerala,India)

. Key Deliverables:

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Resolve customer complaints.
* Answer customers' questions, and provide information on procedures or policies.
1. **Warehouse Clerk – Friends Engineering Works** **& Trading** (Thrissur,Kerala,India)

Key Deliverables:

* Receives customer and client orders.
* Maintain proper records of issuing and receiving goods.
* Tracks and logs all product inventories, ensuring there are no discrepancies or losses.
* Run driver manifests, set delivery appointments, data entry of receiving worksheets and inventory reports.
* Ensure that Items/Materials are properly packed and labeled.
* Prepare a series of documents such as dispatch notes and labels.
* Establish and maintain meaningful relationships with vendors to ensure smooth procurement.
* Ensure quality control of goods coming in and going out of the warehouse.

**TECHNICAL FORTE**

**Platforms:** Windows , Linux , Mac, Android

**Applications:** Microsoft Office ( Word, Excel, PowerPoint, MS Outlook), Adobe Photoshop

**ACADEMIC CREDENTIALS**

**2013 B.Tech. Honours in CSE** - Vidya Academy of Science & Technology, Calicut University, Kerala, India

**PERSONAL DETAILS**

* **Date of Birth –** 21 May 1991
* **Nationality -**  Indian
* **Sex -** Male
* **Marital Status** - Bachelor
* **Languages -**  English, Malayalam, Hindi
* **Visa Status -**  Visit Visa.