

**ABDUL R’ESUME**

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**CAREER OBJECTIVE**

To be part of a progressive company where my expertise and performance with higher responsibilities and challenges would make a valuable contribution to the ongoing success of the organization and my professional growth for a long term win – win understanding.

# SKILLS

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| • Self-motivated individual capable of taking ownership and working independently. | • Hardworking & efficiently proficient also deals effectively with conflicts. |
| • Customer relation. | • Reliable work ethics & adheres to policies and procedures. |
| • Ability to listen. | • Possess good relationship building and interpersonal skills. |
| • Ability to develop and build within the Team with a proactive and enthusiastic approach. | • Excellent planning and organizing skills and a organizing skills & a very good team player. |
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**PROFESSIONAL EXPERIENCE**

•Organization Name (INDIA) : NDSL SUGAR LIMITED

•Organization Name (UAE) : INDUSTRIAL MATERIAL SUPPLY,FZCO Jebel Ali, Dubai.

•Designation : Sales Co-ordinator (UAE Feb 2016 to Jan 2017)

•Designation : Store Keeper (INDIA July 2010 to Aug 2014)

# RESPONSIBILITY

* Sending Quotation as receive email from the customers, checking the availability of the said material from the Warehouse Operation.
* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages.
* Ships cancelled and damaged items back to vendors as appropriate. Preparing the total account for the sending of goods.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.
* Fills supply requisitions; assists buyer to order adequate merchandise and supplies delivers orders to faculty and staff.

# EDUCATIONAL CRENDENTIALS

* Bachelors of Science( Maths, Physics and Computer Science).
* Bachelor Science from Osmania university- Year 2009.
* Board of Intermediate.(Maths, Physics and Chemistry).
* MPC from the Board of Intermediate Education 2001-2003.
* S.S.C - Year of passing Year – 2001.

# TECHNICAL SKILLS

* MS – Office (Outlook, Word, Excel & PowerPoint).
* Web Technology.
* Windows.
* Focus, Tally.

# STRENGTHS

* Quick learner.
* Willing to learn new things.
* Flexible under any kind of environment.

# PERSONAL DETAILS

* **Name:-** ABDUL
* **Maritial Status**:-Single
* **Date of Birth:-** 4TH May 1986.
* **Language Known**:- English, Urdu and Hindi.

**DECLARATION**

I declare that the above facts given by me are true to the best of my knowledge and belief.