 

# PROFILE

**RAGIB**

**Email:** **ragib-394383@2freemail.comn**

**ADMIN, STORE KEEPER/ LOGISTIC COORDINATOR**

**(On Visit Visa- Available Immediately)**

Enthusiastic professional, in customer relationship, experienced in Store keeper,Logistic Coordinator,withextensive knowledgein**WarehouseManagement, Spare Parts,RecordKeeping,SAPERP,Documentation**and**HSEpractises**,

# WORK EXPERIENCE

## STORE KEEPER, ADMIN & LOGISTIC ASSISTANT

**Sept 2014- March 2019**

**Feb2008-**

**May2014**

**Abu Dhabi (Audi/Porsche/VW & Skoda)**

* Toensurethatnewcarsinventoryandassociatedrecordsaremaintainedappropriately whichcorrespondtoupholdmaximumlevelofsatisfactiontoSales&PDI.
* Day to day, office administration, followups, departmental support, HR Support.
* Determine replacement of spare parts required, order, customer requestor customer request malfunctions, as and when required.
* Overseesincomingconsignmentsandarrivalsfromseaport.
* Ensurethatshipments/newcararrivalsareproperlycheckedforvisibledamagesandshortages.
* MonitorsmoothworkflowfromlogisticssidetoTechnicalsection:carsmovementin/out following the officialstandards.
* Supervisesandmonitortheconformityofthecarsinthestock,locations,andperiodic rotationstocomplywithTQS(TechnicalQualityStandardfromfactory).
* FollowupwiththeStockKeepersthesystemupdatesandensurethatthistoolisalways updated and efficientlyused.
* Maintainandcompileallthedocumentsandrecordsrelatedtoinventorymovementsatthe storage.
* Supervise/monitorcleanlinessofthestorage,safetyandmaintaingoodconditionoftoolsand equipment’s.
* PrepareappropriatereportsandinformationforreviewandanalysisoftheStoreand ProcurementManager.

## MECHANIC & WORKSHOP CONTROL ASSISTANT ( HEAVY VEHICLE)

**India**

* Responsibleforcarryingoutwarrantyrepairstomanufacturersguidelines.
* Includingrepairs,replacingbrakesandsuspensions,servicingofvehicles.
* Ensuringallworkiscompletedontime&withinserviceschedules.
* ParticipatinginallmechanicactivitiesrelatedtoHeavyvehicle.
* Diagnosingproblemsquicklyandfixingitcorrectly.
* Maintaining good customerrelation.
* Orderingorpickinguppartsfromsuppliers.
* Carryingoutinspectionsandreconditioningofvehicles.

**SENIOR TECHNICIAN**

**Feb 2007-**

**Feb 2008**

**August 2006- Feb**

**2007**.

**India**

* Performingvehiclerepairand/ormaintenanceworkasoutlinedonrepairorderwithefficiency andaccuracy,inaccordancewithdealershipandfactorystandardstodriveCustomerloyalty.
* CommunicatingwithPartsDepartmentandServiceAdvisorsregularlytoeffectivelymanage production and Customercommunication.
* Diagnosingthecauseofanymalfunctionandperformrepair,ifauthorizedbytheCustomer.
* Conductingmulti-pointinspectionstomakeappropriaterecommendationstoensuresafety andreliabilityofCustomervehicles.

**SALESMAN-COUNTER SALES**

**India**

* Countersales
* Inchargeofworkshopandaccounts.

# EDUCATION QUALIFICATIONS

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| **2009-2012** | **BACHELOR OF COMMERCE** |
|  | Calicut University, India |
| **2008** | **HIGHER SECONDARY** |
|  | Govt. of Tamil Nadu, India |
| **2007** | **AUTOMOBILE SERVICING & MAINTENANCE TECHNOLOGY** |
|  | G.D. Naidu, India |
| **2004-2006** | **NATIONALTRADECERTIFICATEINMECHANIC(MOTORVEHICLE)** |
|  | ITC, Govt. of India |

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| **TECHNICAL EXPERTISE** | **LANGUAGES** | **STRENGTHS** |
| OS: | Microsoft Windows | ENGLISH | ✓✓✓✓ | Hardworking |
| Office Suites: | MicrosoftOffice(Word,PowerPoint, | MALAYALAM | ✓✓✓✓✓ | Confident |
|  | Excel, Outlook) | HINDI | ✓✓✓✓ | Team work |
| Other: | Computer Hardware & Networking | TAMIL | ✓✓✓ | Cooperative |
| ERP: | SAP |  |  |  |

**PERSONAL PROFILE**

DateofBirth : 13th September1985

Sex :Male

Nationality :Indian

VisaStatus : VisitVisa

**Holding Valid U.A.E driving licence.**