SIRAJ AHMAD DAR

ADMIN ASSISTANT

CONTACT

📞 +971-564719611

✉️ darsiraj34@gmail.com

🏠 Dubai , UAE.

SKILLS

- Positive Attitude
- Good Communication Skills.
- Time Management Ability.
- Problem-Solving Skill.
- Self-Confidence.
- Ability to Accept and Learn from Criticism.

LANGUAGE

- English
- Urdu
- Kashmiri
- Hindi

PERSONAL DETAILS

- DOB: 24/07/1997
- Marital Status : Unmarried
- Nationality : Indian

PROFESSIONAL PROFILE

Highly organized and customer-focused professional seeking the position of Service Excellence Coordinator. Offering exceptional coordination skills, a strong commitment to customer satisfaction, and a proven track record of optimizing service delivery. I am eager to contribute to the success of an organization by implementing strategies to enhance service quality and drive customer loyalty.

WORK EXPERIENCE

ISERVICE EXCELLENCE COORDINATOR - Al Maya Group

MAY 2021 TO- PRESENT

- Raising Purchase Orders (LPO's) through Oracle JD Edwards.
- Making Inhouse Purchase Orders through BPM.
- Making Goods Return Vouchers (GRV's) to suppliers.
- Generating Branch Debit Transfers .
- Generating Sales Orders .
- Create Inventory Damage , Inventory Expired & Internal Consumables & Out them accordingly from the system to avoid inventory shortage.
- Correction in receiving the Purchase invoices & posting them .
- Correcting in GRNs & posting with Proper amount .
- Generating report of non moving items & report it to Manager.
- Keeping Track record of Sales comparison , GP with last month current year & last year same month.
- Receiving Emails , generating Quotations , follow up & responding.
- Making Purchase Summary on daily basis (DP)
- Generating Out of stock reports & Report to Manager for Orders.
- Follow up the PO's & Quotations .
- Preparing the Sales report , Purchasing report on the month Closing.
- Doing Item Reclassification (IR) .

EDUCATION

University of Kashmir 2016 to 2019

BA/Bachelor Of Arts - Economics

Research Institute Of Information & Technology 2019 to 2020

Computer Operator Programming Assistant

Industrial Training Institute 2020 to 2021

Network Technician - LAN/WAN Networking/ IP adressing

DOEACC 2015-2016

Accounting & Web Designing

CCC- course on computer concepts

DOEACC - SRINAGAR INDIA