

Curriculum



ASIF KABEER

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Present Address

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Contact:

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Personal Data

Full Name: Asif Kabeer

Sex: Male.

Date of Birth: 23-NOV-1994

Religion: Islam.

Caste: Muslim.

Marital Status : Married

Nationality: Indian.

Passport No.: N0517899

Languages Known:
English,Hindi,Tamil and
Malayalam.

CAREER OBJECTIVE

To work in a challenging environment and seek responsible position utilizing my education and experience that will impact company's development and enrich my professional skills.

PROFILE SYNOPSIS

Quick learner, self-motivated, seeking a suitable post within an organization. Possesses ability of conforming to new challenges efficiently; working with key decision makers; dealing with multicultural clientele and developing potential to contribute to the achievement of organizational goals. Also a passionate team player having a "can do" attitude together with perseverance to work in excellence.

PROJECT UNDERTAKEN

- Successfully completed an organization study report in a well reputed organization **SRISHTI INNOVATION (PVT.LTD)**

EDUCATION

BBA : MG University, Kerala, India. (2012-2015)

HSE : A.K.M.H.S.S Kollam (2010-2012)

SSLC : K.R.H.S.S Kollam (2010)

Professional Qualification

- **IATA ,UFTAA** Foundation Course, Travel Accounting (ITQ Financial)

Microsoft Office

INTERSHIPS

- **SRISHTI INNOVATION PVT Ltd.(TECHNOPARK TRIVANDRUM)**

Duration: October 2014-November 2014(All Departments)

ORGANIZATIONAL EXPERIENCE

LIFE PHARMACY LLC, DUBAI, UAE

Role: Warehouse In-charge (2017 –Till Date)

DUTIES AND RESPONSIBILITIES

- Review documents submitted by buyers for prospective vendors to ensure compliance with all requirements
- Organize documents submitted by vendors at time of Purchase Order submission or delivery of goods
- Resolve receiving error issues in database
- Provide non-inventory purchasing support including following established guidelines and procedures for non-inventory purchases and maintain preferred vendor list
- Perform item master maintenance transaction in all appropriate databases and systems
- Update Purchase Orders with current delivery information
- Coordinate Product Change Notification Process
- Oversee Receiving Standard Operating Procedure's by ensuring they are current to meet compliance requirements and verify they are being followed
- Develop relationships with suppliers to resolve delivery and quality concerns and obtain documents
- Experience working in an administrative capacity is an asset
- Maintain purchasing records effectively for easy future reference
- Timely review of scheduled deliveries and order new supplies
- Manage warehousing and storage of all the materials
- Track inventory level and analyze shipment logs
- Ensure proper maintenance of facility equipment's
- Suggest productivity improvement methods
- Organize and delegate the activities in the warehouse.
- Produce regular reports on a timely basis
- Motivate and supervise the team to meet the productivity targets
- Provide training to the new team members
- Ensure safety and health requirements in the warehouse

BISMI ELECTRONICIES AND APPLIANCE

Role: Marketing Executive (2015-2016)

DUTIES AND RESPONSIBILITIES

- Monitor and control day to day activities of sales department.
 - Training team members and develop them to achieve the organizational goals.
 - Coaching the team members about various marketing and sales strategies, product features, etc.
 - Providing inputs for retention practices, recruitment and Selection of sales force.
 - Submission of weekly and monthly reports in the sales head
 - Build and improve the quality of business relationships with customers.
 - To attend all sales enquiries and follow-up on status of sales orders.
 - Review the mail and answer the messages. Filling paper work in files.
 - Prepare periodic reports for the Area Manager & Purchase Manager as required.
 - General administrative work
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- Process / Co-ordinate with operations department to meet delivery schedules of customer
- Work as a team to achieve individual and group sales.
- Develop sales strategies for the Company's key business areas.
- Build and improve the quality of business relationships with customers.
- Develop and execute marketing campaigns to customers.
- To achieve the monthly target.

SKILLS

- A good team player. Priority for performance. Ability to manage and motivate individuals. Well-versed in establishing and maintaining long-term relationships. Excellent Communication & teamwork skills. Self-motives – Capable of initiating new ideas and self-learning.
 - Ability to work for challenging assignments.
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STRENGTHS

- Good communication skill and ability to work as part of a team.
- Hard working ability to get work done.
- Dedication and devotion to duty.
- Eager learner.

HOBBIES

- Playing Cricket.
- Listening music
- Net Surfing

DECLARATION

I do hereby declare that all the information given above are true and correct to the best of my knowledge and belief

PLACE: TRIVANDRUM

Yours Sincerely

DATE:

ASIF KABEER