

CRRICULAM VITAE

SYED ABDUL AKHIL

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Objective:

Looking for a good career in professionally managed and competitive organization where the skills helps to put my efforts for the success of the organization and promotes my professional growth.

Strengths:

Strongly proficient and well versed in software application such as Microsoft Office & Internet Application

Young and full of enthusiasm to share earned work experience and knowledge as well as, to learn; genuinely hardworking; able to work as part of team; and able to work independently

I have a 6years of pharmaceutical Store experience

I have a 2years of Oil & Gas (Engineering ware house) Company Store experience

Work Experience in U.A.E (8 years)

VITALS Drug Store L L C Dubai from 08-June-2017 to 07th December 2019.

Designation: Store Keeper

Receiving stock from supplier.

Invoice feeding to system.

Checking Stock as per purchase order we receive are not.

Maintaining stock in Warehouse moving and nonmoving.

Random stock checking weekly and monthly.

Preparing shortages list.

Maintaining warehouse temperature.

Supervising to shelf boys arrange as per FIFO System.

Making Drivers schedule to supply stock.

Making G.R.V. (Goods Return Voucher.)

Maintaining warehouse neat and clean.

AMPHENOL MIDDLE EAST ENTERPRISES FZE, from 24-Nov-2011 to 26-Dec-

2013 AMPHENOL Company is one of the leading World Wide Company. More than 30 thousand employees are working

Designation: Store Keeper

Responsibility:

Knowledgeable in SAP (System Applications and Products in Date Processing.

Responsible for the invoicing and packing slip thru SAP system

Entering the Purchased Order (PO) thru SAP system

Receiving the Components thru SAP System

Checking the discrepancies of Orders received Receive and inspects all incoming materials.

Reconciles purchased Orders Handling Petty cash of the Company

Assemble the anti-explosion connectors.

Allocations, distributions and packing of Order of export Maintains the warehouse, record area and store area in a neat and Orderly Manner.

Al Shafer Pharmacies Group From 25.10.2008 to 24.11.2011

Al Shafer Group is one of the leading groups in Dubai. There are 24 companies working under the umbrella and pharmaceutical is one of retail chain of healthy and nutrition products, it has More than 20 pharmacies and 5 Nutrition established the year 1960 in Dubai, U.A.E

Designation: Store Keeper:-

- Assisting Purchase department for preparing Local Purchase Order
- Receiving goods from supplier & checking quantity and expiry of products and invoice feeding to system
- Transferring goods from central store to branches
- Receiving queries and requirements from branch managers
- Supervising the shelf boys that they are displaying the product in systematic and attractive way and according to the FIFO order and according to expiration of date
- Maintaining stock of fast moving products in store maintaining the record of fast, slow & nonmoving items
- Following expiry returns, credit note and replacement of products by the suppliers

Designation: Store Manager in a Aasritha super Market

Aasritha Super Market well-known Super Market at Jagtial in Hyderabad India from and from 18-Feb-2020 TO 21-12-2022.

- ☐ Developing store strategies to raise customers' pool, expand store traffic and optimize profitability.
- ☐ Meeting sales goals by training, motivating, mentoring and providing feedback to store staff
- ☐ Ensuring high levels of customers satisfaction through excellent service
- ☐ Complete store administration and ensure compliance with policies and procedures.
- ☐ Recruit and interview new staff for the supermarket.

Education Qualification:

Board of Secondary Education Hyderabad, India

Inter Mediate Education Hyderabad, India

Computer Education:

- ☐ Diploma in Accounting (Tally, ERP9, Wings Focus) Outlook
- ☐ Good in Computer Application, Excel, Word.
- ☐ **SAP** (Systems Applications and Products in Data Processing).

Personal Details:-

Father Name	:	Syed Abdul Jaleel
Passport No.	:	S3884530
Religion	:	Muslim
Nationality	:	Indian
Marital Status	:	married
Language Known	:	English, Hindi, Urdu & Telugu.
Visa Status	:	Visit Visa
Contact Number	:	0553616450

I hereby declare that the above

mentioned details are true

(Syed Abdul Akhil)