



ALDEN AROZA



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Visa status- VISIT
Immediate available to join



<http://www.linkedin.com/in/alden-aroza-740211105>

UAE Drivers License valid

Skills

Cordination
Business processs
Workload planning
Team management
communication
operations management
Detailed and Organized

Computer Skills

I TRADE (inventory)
Tally 9 ERP
MS Office
• Word
• Excel.
• powerpoint

Professional Summary

An Experienced professional eager to contribute to team success through hard work, detail ,and aiming a goal that explores my skill and knowledge for the progress of growth .

Total Years of Experience – 6years

Al Haider holding, Qatar , (1 year, 2023)

Assistant Accountant/ inventory officer

- Handling bookkeeping /petty cash transactions
- Processing payments and invoices
- Issuing invoices for various suppliers and updating financial database
- Maintaining material database inbound /outbound

Super Bonanza General Trading LLC-Dubai, UAE (FMCG)

Designation – PURCHASER/ Warehouse Associate

Duration - 5 years (2017- 2022)

Responsibilities And Duties

- Dealing and managing various suppliers/customer and maintaining a good business relationship based on contract.
- Performing quality checks on inbound and outbound freight/goods for accurate barcodes/quantity and ensuring material/goods are in proper condition
- Tracking and coordinating the receipt , storage, and timely delivery of goods and materials
- Implementing corrective action plans as necessary
- Ordering supplies and maintaining suitable inventory levels in the warehouse
- Ensuring development of department goals/individual goals with company /vendors
- Embark merchandise/inventory items in delivery truck using appropriate tools, and inspect inventory for damages and faults.
- Oversee loading and unloading of inbound and outbound freight and from vehicles and containers including shipping documents and records
- Install racks/shelves/ pallets for storage of goods by using pallet jacks
- Execute monthly inventory cycle/stock taking to match system/physical materials.
- Process return shipments of various materials/goods/electronic components by using wms.

INVESTMENT OFFICER for ICICI Prudential life insurance (2016 Sept-2017november)

Internship

- **Metro Cash and carry (wholesale)1month trainee for overall operations , electronic city , bangalore**

LANGUAGES

Academic Qualifications

English

Hindi

Kannada

tulu

Arabic (basic)

Malyalam(basic)

Post Graduation

- **MBA** in Finance/Marketing from Institute of Finance &International Management ,Mysore University Bangalore, India (2014-2016)

Graduation

- **B.Com** graduate st.Marys college (2010-2013)

Personal Data

Full Name : Alden Prem Aroza

Fathers Name: Alphonse Vincent Aroza

Date of Birth : 25-11-1992

Nationality : India

Passport No : B6731327

VISA STATUS : Visit Visa

(Available to join immediately)

**Current Address: Giordano building, 5th floor/21
Meena bazar, burdubai**

DECLARATION

I hereby declare that the above mentioned details are correct to the best of my knowledge and belief.

Alden Prem Aroza