



# ASHRAF ABDUL FAISI

Dynamic and detail-oriented professional with over 1 year of experience as a Warehouse Coordinator cum Office Assistant. Seeking an engaging role to leverage my proven expertise in optimizing warehouse operations and delivering top-notch administrative support. Eager to contribute my skills in a vibrant team, fostering efficiency and contributing to the success of the organization. Passionate about combining precision in warehouse management with a flair for office administration to enhance overall operational excellence.

## Contact

### Phone

+971 561215017

### Email

ashraffaisy2@gmail.com

### Address

Al Qusais, Dubai

## Education

2019 - 2022

### BCom Cooperation

University Of Kerala

2022

### Diploma in Indian and Foreign Accounting

Infocom Computer College

## Skills

- MS Word
- MS Excel
- MS Power Point
- Tally Prime
- Quick Book
- Peachtree
- VAT & GST
- Office administration
- Warehouse management
- Inventory control
- Accuracy in data management
- Problem-solving
- Excellent communication
- capable of multitasking

## Language

English

Malayalam

Hindi

Tamil

## Reference

Available on request

## Work Experience

● 2022 - 2023

### AMAZON

#### Warehouse Coordinator cum Office Assistant

- Coordinated and managed day-to-day warehouse operations, including inventory control and order fulfillment.
- Collaborated with cross-functional teams to ensure the efficient flow of goods and timely order processing.
- Maintained accurate records of incoming and outgoing shipments, ensuring inventory accuracy.
- Implement and monitor quality control measures to ensure accuracy and efficiency in warehouse processes and conduct regular audits of inventory to identify and resolve discrepancies.

## Volunteer Experience

● 2023

International Film Festival of Kerala (IFFK)

- Contributed as a volunteer at IFFK, assisting in event coordination, guest management, and logistical support.
- Provided excellent customer service to festival attendees and assisted in ensuring the smooth execution of festival activities.
- Collaborated with the organizing team to manage administrative tasks and handle participant inquiries.

## Achievements

- Implemented quality control measures in inventory management, resulting in a improvement in order accuracy and customer satisfaction.
- Contributed to the festival's public relations efforts by promoting events, engaging with attendees, and enhancing the festival's overall reputation.
- Took on leadership roles within the volunteer team, demonstrating your ability to lead and guide a group toward common goals.

## Academic Project

"A Study on the Motivational Factors Behind the Selection of a Bank for Salaried People"

- Identified customer service quality, interest rates, and accessibility as primary motivators in bank selection. Revealed a growing trend towards digital banking preferences among the surveyed demographic.
- Recognized for the project's contribution to understanding contemporary consumer preferences in the banking sector