









ABDUL LATEEF

Proprietor as Pharma Shop

Personal Info

-  alabdul3@gmail.com
-  +917007263630
-  7/15/552 Chela Chawaniya
Wazeerganj, Faizabd, 224001,
India
-  UID- 744633075540
-  Indian
-  UP4220090002329
-  12/07/1987

Education

- **High School (45.83%)**
| M.L.M.L. Inter College
- **Intermediate (63.8%)**
| M.L.M.L. Inter College
- **BCA Computer Application (55%)**
| IGNU(Indira Gandhi
National Open University)
New Delhi
- **Tally ERP9**
| Tally Academy
- **ADCA (Certificate course)**
| Lucknow Computer
- **AutoCAD (Certificate course)**
| Lucknow Computer

Skills

Leadership - Expert

Teamwork - Expert

Summary

Dynamic professional with over 9 years of diverse experience in drafting, construction supervision, and business management. Expertise in AUTOCAD software complements a strong foundation in customer service and operational efficiency. Proven ability to manage a pharmacy distribution business while ensuring high standards of customer satisfaction and effective complaint resolution. Committed to continuous improvement and fostering a positive shopping environment. Ready to leverage skills in a pharmaceutical setting to enhance service delivery and operational success.

Work Experience

Autocad Draftsman, Singh Associates , Faizabad

November 2012 - October 2013

- Developed and maintained AutoCAD drawings for various projects in architectural designs.
- Worked closely with the engineering team to ensure accuracy of the drawings and specifications.

Autocad Draftsman, Divyansh Construction Pvt Ltd, Lucknow

November 2013 - October 2015

- Worked closely with the engineering team to ensure accuracy of the drawings and specifications.
- Developed and maintained AutoCAD templates for future projects.

Construction Supervisor, Divyansh Construction Pvt Ltd, Lucknow

October 2015 - November 2016

- Developed and implemented construction plans to ensure project deadlines were met.
- Supervised a team of 10 personnel to ensure all safety protocols were followed.
- Oversaw daily operations of construction sites to ensure quality assurance.
- Monitored job progress, made adjustments as needed, and reported progress to management.

Proprietor , Shine Drug Distributor , Faizabad

December 2018 - Present

- Prepared and filed local, state, and federal tax returns.

Marg Software - Expert

Microsoft Office - Experienced

Tally ERP9 Software - Experienced

knowledge for Medicine Pharma - Experienced

Languages

Urdu - Native Speaker

Hindi - Native Speaker

English - Basic

- Excellent communication and organizational skills.
- Assisted with basic office tasks such as photocopying, filing and data entry.
- Collaborated with other developers and stakeholders to ensure successful completion of projects.
- Successfully negotiated complex deals with customers to close sales and exceed revenue targets.
- Monitored customer service performance and implemented strategies to ensure customer satisfaction.

Hobbies

Read Islamic Books.