

EZAZ ALAM

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Objective

Looking for a long term association with an organization where individual's talent, skill, honesty and hardwork are acknowledged and where I can enhance my knowledge and skills to build my career and professional acumen to be a value adding resource for an organization.



Experience

Noon.com(E-commerce)

18 Dec 2019 - Present

Operations lead

Fulfillment Grocery Dark Stores

Dubai, UAE

- Lead and motivate the team.
- Manage performance.
- Solve problems.
- Manage the operation and admin.
- Adhere to all safety and quality standards.
- Work quickly and efficiently with their hands.
- Demonstrate precision despite long periods of repetition.
- Ensure all customer orders are fulfilled within the TAT & FIFO.
- Brief team weekly on operational targets and achievements.
- Quality Checking while Inbounding Receiving & Outbound Shipping.
- Inventory Controlling and Managing RTV's Daily.

Dubai Library Distributors

28 July 2013 - 1 Aug 2019

Shift Incharge

Working as a post of Store keeper from August 2013 to March 2015. and working as branch Incharge from April 2015 to 2019.

Responsibilities:

- ☐ Entering receive quantity from the Supplier to the system.
- ☐ Invoicing for branch order.
- ☐ Making Stock Consolidation.
- ☐ Making Packing List.
- ☐ Monitoring of stock.
- ☐ Daily and Monthly MIS report update.
- ☐ Involves the check & kept the all types of material.
- ☐ As per dispatch details we maintain our soft & hard copy. By which we maintain our stock.
- ☐ Performing Monthly inventory
- ☐ Preparing Purchase Orders (local items).
- ☐ Product master creation using vision 2000.
- ☐ Making all types of barcodes.
- ☐ Handling cash machine in branch.
- ☐ Monitoring expiration of items.
- ☐ All kinds of IT support for backstore.
- ☐ Guiding Customers as requirements.
- ☐ Motivating customers in showroom by advertising on electronics item.



Core Competencies

Comfortable to work in a team.

Time Management.

Good Interpersonal skill.

Ability to learn fast.



Education

Maulana Mazharul Haq Arabic and persian university

2009 to 2011

BCA

A/71%



KST college

2008

12th

B/59.3%



Skills

Ability to work effectively and efficiently under work pressure.

Excellent oral and written communication skills.

The constructive approach towards problems with the ability to offer solutions in difficult times.



Technical Qualification

(D.C.A) Diploma in Computer Application (MS -Word, Excel, Power Point etc.)



Languages

English, Urdu, Hindi, Arabic



Passport Details

Passport no. : T9113665

Place of issue : Ranchi

Date of issue : 25/09/2019

Date of Expiry : 24/09/2029



Personal Detail

Date of Birth : 17-01-1992

Father's Name : MD Safdar Imam

Religion : Islam

Gender : Male

Marital Status : Married

Nationality : Indian

Parmanent Address : Vill+PO : Haider Ganj Karah, PS - Silao,Dist : Nalanda,Bihar,803117



Declaration

I Ezaz Alam hereby that the information furnished above is correct to the best of my knowledge and belief.