



ACCOUNT ASSISTANT/COMPUTER OPERATOR /
STORE KEEPER

Faizan Warsi

OBJECTIVE

I want to excel in this field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth. I am seeking a company where I can use my experience and education to help the company meet and surpass its goal

CONTACT

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EDUCATION

CHTRAPATI SAHU JI MAHARAJ UNIVERSITY
BACHELOR'S OF COMMERCE

PASSING YEAR : 2021

SKILLS

Typing 30 word/ minute



Communication



Microsoft Office



Active listening



Customer Service



EXPERIENCE

FACTORY SUPERVISOR

R.K. leather goods | Kanpur - India | 2021-2022

Supervise daily production operations to ensure efficient and timely production of goods. Monitor production schedules and adjust them as needed to meet customer demand. Communicate with other departments and teams to coordinate production activities and resolve any issues that may arise

ACCOUNT ASSISTANT / STORE KEEPER

ORCA FODDERS FACTORY LLC | UMM AL QUWAIN -UAE 2022 – TILL TODAY

Record-Keeping: Assistant Store Keepers maintain accurate records and documentation related to stock movement, receipts, issues, and returns. They update inventory databases or systems, prepare reports on stock levels and consumption patterns, and assist in analyzing stock data to optimize inventory management

Ensuring payments, amounts and records are correct. sales and purchase ledgers and journals Recording and filing cash transactions. Controlling credit and chasing debt. asisst senior Accountant handling petty cash.