



ABOUT ME

A Dedicated Professional with Vast experience in Different Areas like Inventory Management Export Documents, Front Office / Back Office, Store Keeper, Merchandising, Operations, etc. Now seeking to Contribute My Experience, Skills & Expertise For the growth of organization.

HITESH NANDWANI

Phone:

+971 523695970

E-Mail:

hiteshnandwani18@gmail.com

Educational Qualification

B.com Rajasthan University

Computer Skills

MS Office

Excel with Formulas

Internet

Mail Drafting

Strengths

Good Communication Skills

Punctual

Quick learner & hard Worker

Believing in Smart Work

Leadership quality

Experience

Back Office Operations / Store Keeper- United Arab Emirates,

(Current)

Organization:

Four-year Experience in

1. Maneesh Textiles Center LLC (Dubai Head Office)

Mama Tex International Zoo (oversee Branch Poland)

Maneesh Textiles LTD (oversee Branch Bulgaria)

Mona Tex LTD (oversee Branch Moscow)

S.C. Manex Textiles Trading SRL (oversee Branch Romania)

Designation :

Back Office Operations / Store Keeper

Handling Complete Export Documentation Work.

Making Export Invoices, Packing Lists and Purchase Orders.

To Coordinate with Vessel Liners for Booking.

Suppliers Payment Details Records

Oversee Branch Invoices.

Stock Controller

Phone:
+971 523695970

E-Mail:
Hiteshnandwani18@gmail.com

Languages

Hindi
English

Personal Details

Date of Birth : 18 February 1992

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Languages : English, Hindi

Place of birth : Jaipur, Rajasthan,
India

Passport No. : L9983837

Visa Status : Employment Visa

Permanent :D-394 Murlipura
Scheme Jaipur, Rajasthan (India)

Current Address: Habib Bank,
Meena Bazar, Bur Dubai, UAE.

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Hitesh Nandwani

Back Office Operations / Store Keeper- United Arab Emirates,

Organization: Two-year Experience in

Mahalaxmi Trading LLC

1. Mahalaxmi Trading (oversee Branch Moscow)

Handling Complete Export Documentation Work.

Making Export Invoices, Packing Lists and Purchase Orders.

To Coordinate with Vessel Liners for Booking.

Suppliers Payment Details Records

Oversee Branch Invoices.

Stock Controller

Experience

Back Office Operations / Store Keeper (India)

Organization: Two Year Experience

Carrefour Whole Sale Cash & Carry India

Designation : Back Office Operations / Store Keeper

Database Management Profit: -

To handle Customer Registration Process.

Auditing of Customer Registration Form.

Define different levels of Customer's according to Business

Types in CRM.

Cycle Count Profile: -

Inventory management of Store.

Finding breakage and Cycle Count Report.

Follow ups of price Changes and MRP mismatch.

Raising order by the department according to inventory level.

Vendor's follow-ups.

Back Office Operations (India)

Organization: Two-year experience in "RAO CA ACADEMY" as back office.