

# Trustworthy with 14 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines

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Passport No. B8953980(2023-2033) **INDIA**

# EMPLOYMENT EXPERIENCES:

**TEAM LEADER** 04/2013 to 01/2022

* **TELESONIC NETWORKS LTD**, INDIA (New Delhi-Gurugram)

**SUPERVISOR** 08/2009 to 03/2013

* **ALCATEL LUCENT NETWORKS MANAGEMENT,** INDIA-New Delhi

**EXECUTIVE** 08/2005 to 08/2009

* **BHARTI AIRTEL,** INDIA-New Delhi

ROLE AND RESPONSIBILITIES-:

1. **Inventory Management:** Inventory Categorization,Order Placement,Inventory Tracking,Inbound/Outbound.
2. **Stock Management:** Stock Monitoring,Stock Audits,Reconciliation.
3. **Order Management:** Assessment, Categorization,Scheduling, Execution
4. **Audits Management:** System Maintenance,Cleanliness, Labeling and Pricing
5. **Forecasting Management:** Stock Replenishment
6. **Administering Management:** Reporting, Problem Resolution, Staff Mobilization, Schedule,Training and Guidelines,
7. **Record Management:** Transaction, Staff, Supplier, Customer, Documents, feedback.
8. **Team Management:** Training, Process, Planning, Performance Monitoring, Resource Allocation, Leadership and Motivation.
9. **Coordination Management:** Follow Up, Staff Involvement, Training and Supervision, Clear Guidelines and Responsibilities, Problem Resolution
10. **Logistics Management:** Transportation, Movements, Route,

 Loading / Unloading,

# WORKING FIELDS-:

* INVENTORY

# WAREHOUSE

* STORE

# SOFTWARE-:

ERP, WMS, MS-EXCEL

# DOCUMENTAION-:

PO, PR, WORK ORDER, DEBIT & CREDIT NOTE, UNDERTAKING, CONTRACTS

# SKILLS-:

* Results-oriented
* Team leadership
* Effective Communication
* Operability and commitment
* Ability to motivate staff and maintain good relations
* Resistance to stress
* Good manners

# EDUCATION-:

GRADUATE-2002

Bachelor of Science:

MAGADH UNIVERSITY

 GAYA-BIHAR-823001

# INFORMATION-:

MARITAL STATUS- MARRIED

DATE OF BIRTH-02-JAN-1980

LANGUAGES- English, Hindi & Urdu

FATHER NAME-Mohd. Quasim Ansari