

Md Imran Khan

Room no 301 B-7 building old Pakistani consulate
Next street azco super market Bur Dubai
Mobile: - +971-544348461. Email id: Imran.brah@gmail.com

Objective

Aspire with challenging position where I can improve my skill and knowledge making significant contribution for growth and development of company. To become a part of result oriented and highly successful team involved in inventory management.

MY STRENGTHS:

Confident, ambitious and possess good communications skills and optimistic outlook. I can satisfy to the party with my best solution towards their problems with my intelligence.

SKILL SUMMARY:

10+ years of experience in **Office assistance** & OFFICE ADMINISTRATION SUPPORT

- RE-EXPORT WORK , MAKING INVOICE, VAT FILE MAKING, COLLECT PEAPER FOR CUSTOM CLAIM, COORDINATE WITH CLEARANCE AGENT FOR DELIVERY IN LOUNCH & CARGO.
- Tracking and managing shipment container, tracking delivery status.
- Submitting sales report to higher manager on daily basis.
- Reporting to higher manager about sales man performance.
- Managing stock
- customer services
- day to day client calls and query solving
- maintain inventory all customer and vendor details
- managing and processing customer order, customer registration, payment updating etc.
- control stock counts.
- dealing with vendor and negotiation
- Document and mail management, all type incoming and outgoing document proper management in the prospect of future reference.
- Managing employee health insurance details, and documentation.
- Providing administrative support to account and finance department.
- Inspection housekeeping items and tracking the stock inventory
- Legal document drafting ability. legal terminology understanding.
- Arranging employee recruitment process in office and in hotel, arrange all required facility for the recruiter.
- Generating report, like stock items, shipped items shipment tracking reports. procurement reports for higher management.
- Monitoring office environment for safety and tidy prospect, keep monitoring receptionist following proper office instruction, like reception area should tidy and clean, visitor in out proper entry and proper direction etc.

QUALIFICATION:

- I. Sc. (Mathematics) from Intermediate council, Patna (Bihar) in 2000.
- 10th from Bihar Board Patna (1997)

Computer Skills

- Working understanding on Microsoft windows 10, windows 7 etc.
- Understanding computer terminology which is help me to make understanding to vendor on call.
- MS office (MS Word, MS Excel, MS Outlook)
- Internet searching ability.
- Filing file online on government portal.
- Handling all type heavy duties office printer and scanner.

Profession Work Experience

Palazzo Textile TRADING L.L.C BUR DUBAI

11 Feb 2020 to till now

Role: Office Assistance.

Responsibilities

- **making sales contract & packing instruction, upload design in drop box**
- **account maintain manually**
- **maintain ledger book party wise**
- **manage peti cash making voucher**
- Tracking and managing shipment container, tracking delivery status.
- Submitting sales report to higher manager on daily basis.
- Reporting to higher manager about sales man performance.
- Managing stock
- customer services
- day to day client calls and query solving
- maintain inventory all customer and vendor details
- managing and processing customer order, customer registration, payment updating etc.
- control stock counts.
- dealing with vendor and negotiation
- Document and mail management, all type incoming and outgoing document proper management in the prospect of future reference.
- Managing employee health insurance details, and documentation.
- Providing administrative support to account and finance department.
- Inspection housekeeping items and tracking the stock inventory
- Legal document drafting ability. legal terminology understanding.
- Arranging employee recruitment process in office and in hotel, arrange all required facility for the recruiter.
- Generating report, like stock items, shipped items shipment tracking reports. procurement reports for higher management.
- Monitoring office environment for safety and tidy prospect, keep monitoring receptionist following proper office instruction, like reception area should tidy and clean, visitor in out proper entry and proper direction etc.

Profession Work Experience

Sahiba Ltd., Jolwa Surat (India)

2015 Jan to Jan 2020

Role: Office Admin.

Responsibilities

- Responsible for stock control.
- Row material delivery and stock inventory maintain.

- Client order handling and responsible of order fulfillment on time and until shipment delivered to the client
- Day to day client call handling (National and international)
- Document and mail management, all type incoming and outgoing document proper management in the prospect of future reference.
- Managing all official meeting in office

Profession Work Experience

Glazy Wear, Worli-18, Mumbai

2011 March to Dec 2015

Role: Office Admin.

Responsibilities

- Managing stock, tracking shipment and delivery.
- Day to day client call handling (National and international)
- Document and mail management, all type incoming and outgoing document proper management in the prospect of future reference.
- Managing all official meeting in office
- Managing employee health insurance details and documentation.
- Managing office stationary procurement and dealing with vendor.
- Providing administrative support to account and finance department.
- Handling incoming calls and recording all incoming call details for future reference.
- Inspection housekeeping items and tracking the stock inventory
- Managing calls, like call directing, call forwarding, call conferencing etc.
- Generating report, like housekeeping item stock reports, call reports, incoming and outgoing document reports, procurement reports for higher management.
- Keep tracking all office and legal compliance.
- Monitoring office environment for safety and tidy prospect, keep monitoring receptionist following
- . managing filing,

Personal Details

Father's Name	: Late Md Fahim khan
Date of Birth	: 01.03.1983
Nationality	: Indian.
Passport No.	: I have.
Present Address	: Barahpura, Bhagalpur, Bihar-812001
Gender	: Male
Marital Status	: Married
Hobbies	: Reading books, listening light music and Travelling.

Date: 17/09/2022

Place: Dubai.

(Md Imran khan)