

# SHEIK NASAR

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Musaffah 9, Abu Dhabi, UAE.



## OBJECTIVE

Seeking a career opportunity, where my talent and knowledge use to employer success and my growth.

## EXPERIENCE

September  
2023 - June  
2024

### **E& Enterprise AI and IOT (Abu Dhabi, UAE)**

Operation Supervisor

- Operation management in IT Feild. Supervising site technicians work, allocate task as well as work need, Manage technicians attendance and over time.
- Complete tasks within given manpower. Update all condition of work flow hourly basis to line Manager.
- Ensure all Technicians using safety PPE on site. Follow up KPI for smooth Outbound process.

March 2021  
- August  
2023

### **Amazon (Abu Dhabi, UAE)**

Warehouse Inventory Associate

- By idea, reduced overflowing shipments, smooth dispatching process by remove unnecessary equipments, reduced damage shipments count, complited production within time, dispatch within time. Work on SCS application for smooth warehouse inbound process. Coordinate to daily delivery arrangements with transportations stock holders. Track missing shipments to reduce station loss.
- Ensure all inbound and outbound shipment movements, give coaching to lack of safety performance associats.Handled entire warehouse to reduce near misses and hazards. Oversee operation process to complete sortation and dispatching arrangements within time. Data analysing and problem solving, make digestive data and inventory reports, Monitor shipments movement by system.
- Make inventory reports of damage, future delivery, wrong station, duplicate, cancel and error shipments. Work closely with procurement, Work place health and safety and RME teams to ensure of warehouse functions and require items.
- Tracking shipments status from receive to dispatch, documentation maintenance, Team meeting and Worke for customer satisfaction. Make sure all shipments reached to delivery as well as plan. Motivates team members & couriers for maintain well relationship, culture and working achieve targets.

June 2020 -  
February  
2021

### **Smartvition information systems (Abu Dhabi, UAE)**

Asset inventory officer

- Track asset information from all over UAE government buildings for Ministry. Make inventory as well as tracked information.

December  
2018 -  
November  
2019

### **Firstsource Solutions Ltd (Chennai, India)**

Customer service associate

- Supported one of the leading US based Health Insurance Company. Generate billing for enrolled customers. Analys confidential customer bank accounts details for refund and Billing process.Handle dollar amounts, check demographic information, health group allocation and ID card issue.
- Speak about processing methods and issues in team meeting. Data analysing to find duplicate and errors from healthcare database.Make digestive quick quality reports to improve processes, identify errors, find HIPPA violation files.

April 2016 -  
June 2018

**M.S. Abdullah sales and deliver agency (karambakkudi, India)**  
Logistics coordinator

- Check coming delivery stokes, Quality and quantity as well as paid invoice. Ensure inventory of storage area as per section and brand. Coordinate employees for packing and dispatching within time limits. Coordinate vehicles to deliver products in correct shops. Make sure everyday entire store be dry, clean, no wet and normal temperature. Communicate with shop issues, miss match quantity with order list. Make sure all products stored it's place within store limits (babay items, food items, cosmetics and etc).
- Daily Cash Collections from local shops (Cash/ Cheque, Bank Transfers), collection deposit. Collection & Posting of Post-Dated Cheque & submitting to accountant. Petty cash / Purchase float maintenance. Update shop account information's and what was still pending from customers. Add and subtract in premium amount as per customer payment status. Petty cash voucher preparation, parking and sending to Finance Dept. Daily Reconciliation of cash and cheque.

## EDUCATION

2023 - 2025

**Bharathidasan University**  
M.Sc Computer science

2015 - 2018

**Bharathidasan University**  
B.Sc Computer science  
73.33/100

## SKILLS

- Microsoft office : Excel, Word, Power point, Outlook and Teams
- Analytical skills : Data analysing, data mining problem solving, Logistics and E-commerce
- Logistics : Inventory control, Inbound and outbound shipments, Dispatching, Assets management, Vehicle arrangements, LND and WHS.
- Leadership : Team lead and supervise, influence on peoples, decision making and coaching & training.
- Google : Documents, meets and web services.
- Office skills : Customer service, Administration, Paper works, Printing, Negotiation.
- Amazon : Champ, Station Command Center (Data analysing tool), inbound process application.

## ACHIEVEMENTS & AWARDS

- Best Performer (Amazon)
- Mr. Perfect (Firstsource Solutions Ltd )

## LANGUAGES

- Tamil (Native language)
- English (Flueat)
- Urdu (conversational)
- Malayalam (Conversational)

## PERSONAL DETAILS

- Nationality : Indian
- Religion : Islam
- Gender : Male
- Driving Licence : Light vehicle manual