PERSONAL DETAILS

Phone:
+971 50 244 9897

Email:
d.naeemu@gmail.com

Address:
Deira,Dubai**.**

Visa Status:
Visit Visa until (27-09-2024)

Date of Birth :
08-08-1999

LinkedIn:
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EDUCATION DETAILS

**Bachelor of Commerce
(Computer Application)**
R.D.B. College of Arts & Science
(2021 – 2024)

Aalim Graduate
Jamia Ilahiya Arabic College
(2017 – 2022)

Hafiz Al Quran
Madarasa Subulus Salam
(2013 - 2017)

LANGUAGES KNOWN

Tamil (Mother Tongue)
English (Read, Write & Speak)
Arabic (Read, Write & Speak)
Hindi (Speak)

NAEEMUDHEEN
Inventory & Warehouse Management

PROFESSIONAL EXPERIENCE

Company Name:	MEDWAY HOSPITALS, TAMILNADU – INDIA.
Current Designation:	PROCUREMENT ASSISTANT
Job Function:	INVENTORY & WAREHOUSE MANAGEMENT.
Period:	03.01.2022 to 31.07.2024

- **For the Existing items:** Verifying material requisitions, current stock level of each department, analyzing the previous consumption pattern and preparing purchase requisitions.
- Issuing the LPO's after the management approval.

- **For the new items:** Identify suppliers, prepare comparison table, negotiating price and obtaining management approval for selected suppliers, price, and credit terms.
- Monitoring the lead time and follow up with the supplier to reach the stocks on time.
- Raising GRNs, issuing debit notes, accounting purchases, posting consumptions in respective GLs with appropriate cost centers, passing adjustment entries for expired items and physical stock variations.
- Receiving undertaking letters (UTL) from vendors for the nearest expiry items and arrangement of Separate racks.
- Inventory Count Plan (Conduct periodic and surprise physical stock verification, prepare variance report for management approval and pass necessary entries in inventory records).
- Ensuring that purchases, disbursements and managing inventory stores (SKU's) are in adherence to policies & procedures of the hospital.
- Preparing periodical (Consumption, Expiry, Slow & Non-Moving, Aging) reports for management updates & review.

Skills:
- Knowledge of Barcodes and QR codes generations.
- Consumption and Medical bills tracking.
- Tracking the Inventory transfers from Central Warehouse to within the organization.
- Working experience in the software's of Oracle & Tally ERP9 and Advanced Excel.