

## **SATHAMHUSSAIN F**

### **BE-ECE**

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#### **Permanent Address:**

1593 ,Yakuphasanpettai,  
Kottaipattinam (Po),  
Manamelkudi (Tk),  
Pudukkottai(Dt).  
TamilNadu(State)  
PIN-614619

#### **Personal Profile:**

**Date of Birth:** 31.03.1992

**Gender:** Male

**Nationality :** Indian

**Marital Status:** Married

**Father's Name:** B. Ferose Khan

**Passport Number:** Y7203114

**Passport expiry:** 17/09/2033

#### **CAREER OBJECTIVE:**

Aim to associate myself with a progressive organization and to work smartly towards its growth and hone my skills thereof.

#### **ACADEMIC QUALIFICATION GRADUATION:**

**2010-2014 Bachelor of Engineering-ECE**

M.A.R. College of Engineering & Technology, Pudukkottai.

**Percentage Secured: 63 %**

#### **SCHOLASTIC FEATURES:**

**HSC: STATE**

2008-2010 Govt Boys Higher Secondary School, Manamelkudi.

**Percentage Secured: 64%**

**SSLC: STATE**

2007-2008 Government Higher Secondary School, Kottaipattinam.

**Percentage Secured: 76%**

#### **EXPERIENCE:**

**1) Company Name:** Farha International,

Gate No.4, Ajman Free zone, Ajman, UAE.

**Duration:** 18-03-2018 to present

**Role :Store Keeper and purchase coordinate**

#### **Responsibilities :**

- Ensure all goods are received
- Check for short expiry. Items when receiving
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents;
- Physically check goods from vendors
- Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations in accordance with applicable supply procedures

**Languages known:**

- ◆ Tamil
- ◆ English
- ◆ Hindi
- ◆ Malayalam

**Hobbies:**

- ◆ Listening Music
- ◆ Surfing Net

**Competencies:**

- ◆ Fast learner
- ◆ Optimistic
- ◆ Hard Worker
- ◆ Strong communication skill.
- ◆ Ability to make quick decisions.

and verbal instructions.

- Checked on the expiry dates of store items.

Dealing with spoiled goods and reporting items.

- Recorded and reported slow-moving items.

Took inventory of materials, handled purchase and returns, kept records, deal with vendors.

- Preparing the list of fast moving / slow moving items and not usable materials.

- Making Store requisition of the issuing materials.

- Conducted monthly inventory counting & prepared monthly reports.

- Keep the receiving area neat & clean

- Received incoming stock items for storage and distribution within the department.

➤ Receive delivery documents, make goods issue requests, save information on the goods management system and transfer it to the purchasing or accounting department under regulations to serve the next control stage.

- Prepare quotation to customers

- Follow up the Suppliers for delivery of material

- Keeping eagle's eyes on the stocks of goods available in the stores

- Compare and evaluate offers from suppliers

➤ Strong working knowledge of computer systems and applications. Proficiency in the following applications is essential; Word, Excel and Outlook

- Communicating with clients about project expectations and goals.

➤ Managing deadlines and progress across the team to ensure the project is delivered on time and on budget. Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.

**Duration:** 22-03-2016 to 15-03-2022

**Role:** Cashier and Accountant

**Responsibilities:**

- Developed a spreadsheet to record invoices and unpaid accounts for all customers.
- Gathered and prepared checks for weekly deposit, and reported performance metrics and monthly costs report to the executive team.
- Manage payroll activities and release salaries.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Maintaining basic accounts, book keeping
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Responsible for the best services to customers
- Evaluate financial reports for improving store performance
- Analyze the growth sections on daily basis to achieve better sales

**2) Company Name:** National shopping Mart,  
10/424,Plot C Joel Complex, Medavakkam, Chennai

**Duration:**20-12-2014 to 10-2-2016

**Role:** Cashier and Supervisor

**Responsibilities:**

- Scheduling the work of the employees
- Handling Close out reports to the owners.
- Provide feedback or suggestion to improve productivity

**Soft wares Known:**

- MS-Word
- MS-Excel
- Tally ERP9,Tally PRIME

**DECLARATION**

I(Satham Hussain F), do hereby confirm that the information given above is true to the best of my knowledge.

Place:Ajman,UAE

Date

Yours sincerely,

**(SathamHussain F)**