



# SYED NAVEED HUSSAIN

## INVENTORY CONTROLLER / STORE KEEPER/STORE ASSISTANT

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### ABOUT ME

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Seeking a dynamic role within a forward-thinking organization that leverages my education and robust experience. I am eager to embrace new challenges and thrive in any environment that fosters continuous learning and professional growth.

### WORK EXPERIENCE POWER INDUSTRY

[2008 – 2010]

#### Computer Operator

##### **K Electric (Pakistan) Karachi**

- Efficiently managed and recorded data as a Computer Operator.
- Accurately recorded all data entries
- Ensured data integrity and reliability
- Exceeded data processing speed targets
- Maintained high data accuracy standards

[2011 – 2021]

#### Senior Officer Central Store In charge

##### **K-Electric (Pakistan) Karachi**

- Maintained daily issuance reports leveraging Excel proficiency
- Balanced physical and SAP figures to ensure daily accuracy
- Ensured comprehensive and systematic documentation filing
- Supervised and optimized SAP MM processes for efficiency
- Prepared meticulous documentation for internal audits
- Executed multiple T. Codes for precise Inbound/Outbound Inventory

[2011 – 2021]

#### Data Control Officer

##### **Inventory Management Supply Chain Department**

##### **K Electric (Pakistan) Karachi**

- To Oversee all Transmission Material
- Proficient in store keeping and warehouse management
- Expertise in posting debit/credits using SAP
- Skilled in physical material reception across locations
- Experience in material stacking and organization
- Capable of shifting materials between locations using SAP
- Managing outdoor issuance at remote locations per schedule
- Accurate record-keeping of received materials
- Effective team coordination with colleagues and officers
- Prepared and submitted detailed reports
- Dedicated to punctuality and timely task completion
- Maintain daily issuance reports within the system
- Regular physical and SAP balance checks
- Proper documentation of materials according to Purchase Orders on SAP
- Overseeing daily issuance or return of healthy materials
- Supervising SAP processes, including physical material verification
- Participation in disposal activities at remote project locations
- Document reconciliation and preparation for internal audits
- Maintaining perpetual inventory data with BF department

[2022 – 2023]

#### Logistic In charge

##### **Business Plus Consultant (Pakistan) Karachi**

Managed logistics operations, ensuring timely dispatch of goods and accurate data maintenance.

**WORK EXPERIENCE SALES**

[Jun 2023 – Oct 2023]	<b>Relationship Officer</b> <b>RAN Tech DSA (UAE) Dubai</b> Acquired new clients for banking products, including business accounts and loans. Developed key relationships to drive revenue Exceeded sales targets consistently Significantly increased loan sales Acquired new clients for business accounts
[Nov 2023 – Feb 2024]	<b>Relationship Officer</b> <b>Alpha Marketing Management DSA (UAE) Sharjah</b> Acquired new clients for banking products, including business accounts and loans. Developed key relationships to drive revenue Exceeded sales targets consistently Significantly increased loan sales Acquired new clients for business accounts
[2006 – 2007]	<b>Sales Representative (Credit Cards)</b> <b>NIB Bank (Pakistan) Karachi</b> <ul style="list-style-type: none"><li>• Strategically generated and exceeded sales targets for credit card products.</li></ul>

**WORK EXPERIENCE RETAIL**

[1999 -- 2004]	<b>Shop Keeper/Retail</b> <b>Self Employed Pakistan</b> <ul style="list-style-type: none"><li>• Efficiently managed a retail pharmacy, delivering exceptional customer service to a diverse clientele.</li><li>• Led retail pharmacy to enhance customer satisfaction</li><li>• Provided excellent service to diverse clients daily</li><li>• Boosted customer interaction through effective management</li><li>• Delivered consistent, exceptional customer experiences</li></ul>
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**EDUCATION AND TRAINING**

[2001 – 2003]	<b>Intermediate</b> <b>Private</b>
[1997 – 1999]	<b>Matriculation</b> <a href="#">St. Mary Foundation School</a>

<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Communication Skills</li><li>• Effective Time Management</li><li>• Microsoft Word for documentation</li><li>• Microsoft Excel (Advanced Functions)</li><li>• SAP MM module</li><li>• Team Work</li></ul>
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**PERSONAL DETAILS**

- Nationality (Pakistan)
- DOB (16-01-1982)
- Marital Status (Married)
- Visa Status (Employment)
- Visa Validity (24-04-2024)

**LANGUAGES**

- English
- Urdu