

# ASRAF ALI

2/29A, VINAYAGAR KOVIL STREET,  
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COIMBATORE (DT) – 642103  
TAMIL NADU, INDIA



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## OBJECTIVE

To pursue a demanding as Administration role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to maximum alongside focusing on the scope of enhancing my personal skills and gaining maximum knowledge during my tenure to contribute to the growth of the firm.

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## EMPLOYMENT HISTORY

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### ADMIN (OFFICE & WAREHOUSE)

#### **SUNJET TRADING CO LLC at Dubai, UAE in 1year 9months (Jun2017-Mar2019)**

- Handling administrative works and coordinates for all office activities.
- Receiving orders and schedule route for delivery vehicles.
- Preparing quotation and purchase orders to suppliers.
- Warehouse activities (stock receiving, arranging, billing, supplying and maintain store room stocks).
- Manpower allocation for sales persons, loading, delivery, driver, collection staffs and sanitation.

### HR & OFFICE ADMIN

#### **VANAVARAYAR INSTITUTE OF AGRICULTURE at Pollachi in 6year 7months (Oct2010-May2017)**

- Staff attendance, leave calculation and data base maintaining.
- Pay bill and EPF works.
- Staff recruitment and resignation works.
- Hostel accounts maintenance (fees collection, billing, cash calculation and amount deposit)
- Book store incharge.
- Transport incharge.
- House keeping incharge.

### LOGISTICS SUPERVISOR

#### **CAVINKARE (P) LIMITED at Bhavani in 1year 1month (Jul2009-Aug2010)**

- Preparing agreements and maintain related documents.
- Verify and process the transport bills.
- Collecting the orders and planning routes for delivery vehicle.
- Manpower allocation and monthly payment settlements.

### SENIOR DISPATCH ASSISTANT

#### **ABT INDUSTRIES LIMITED at Pollachi in 4year 2months (Dec2004-Feb2009)**

- Collect orders from marketing team.
- Planning and implementing dispatch schedule.
- Stock loading / unloading supervising.
- Attend market complaints.

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## AREA OF INTEREST

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- Admin
  - Human Resource
  - Cashier
  - Basic Accounts
  - Warehouse / Store
  - Logistics / Distribution
  - Supervising
  - Dispatch
  - Billing
  - Data Entry
  - Office clerical / supporting works
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## SKILLS AND KNOWLEDGE

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- Skilled in the methods and strategies of collecting and analyzing information and data required.
  - Ability to identify objective and scope of the project as well as project segments.
  - Skilled at adopting modern technology.
  - Excellent management skill and remarkable ability to contribute towards team performance.
  - Ability to work in a fast paced environment.
  - Excellent communication and leadership skills.
  - Resourceful team player and keen attention to detail.
  - Possess strong interpersonal and problem solving skills.
  - Proficient in Microsoft office and Internet.
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## ACADEMIC DETAILS

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- I have completed **B.Sc. Computer Science** from **Bharathidasan University** at Trichy on **2004**.
  - I have passed short term course in **Higher Diploma in Computer Applications (HDCA)** on **2001**.
  - I have qualified **Junior Grade** in **English Typewriting** exam for **Department of Technical Education**.
  - I have passed '**A**' **certificate examination** in **National Cadet Crops (NCC)** under the authority of **Ministry of Defence**.
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## PERSONAL DETAILS

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Father Name	: <b>AKBAR ALI</b>
Date of birth	: <b>08<sup>th</sup> May 1983</b>
Sex	: <b>Male</b>
Marital Status	: <b>Married</b>
Nationality	: <b>Indian</b>
Religion	: <b>Muslim</b>
Passport details	: <b>L8678219</b> expiry on <b>March2024</b>
Native Address	: 2/29-A, Vinayagar Kovil Street, Alangadavu, Ambarapalayam (Post), Pollachi (Taluk), Coimbatore (Dist), Tamil Nadu, India, PIN – 642 103.

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I hereby declare the above information provided by me. in this application is factual and correct to the best of my knowledge and belief.

**ASRAF ALI**