

HAIDER ALI KHAN

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Energetic and visionary individual with an exposure through employment and training in renowned organizations. My objective is to revamp my career in a corporate setting which encourages learning and growth and my value creation could be beneficial for the future of the organization.

Personal Information

Date of Birth: 10/10/1993
Marital Status: Married
Nationality: Indian
Passport Number: N7102769

Technical Skills

Proficient and familiar with computer programs & Accounting software :-

Microsoft Word

Microsoft Excel

Microsoft
Outlook

AIMS - ERP

Work Experience

M.K.Vehicle Fitness Centre

- Currently working at M.K.Vehicle Fitness Centre as Computer Operator From June 2020 to Till date.

Unibeton Ready mix. L.L.C

A well established leader in the UAE ready-mix concrete industry, working since 1980.

Material Controller /Data Entry Operator

[Nov.2017 To Oct.2019]

- Checking all the necessary material for daily production, prepare requisition and forward to department head.
- Supervising warehouse personnel and monitoring of material delivery schedules to ensure timely delivery to sites.
- Organize and supervise materials handling activities to ensure safe and efficient offloading, loading and transportation of materials to the respective branch.
- Prepare material requisition by considering inventory level and forward to department head.
- Coordinating and following up with the suppliers and coordinators for the required materials for production.
- Arrange to receive all incoming material from suppliers
- Arrange to check quality and quantity of material with over, short and defective.



Curriculum Vitae

- Preparing Daily reports and submitting to department head.
- All record keeping are in computerized
- Measurement of all delivered materials and verifying and registering
- Prepare Goods Receipt voucher (GRV) and Goods Issue voucher (GIV) by using ERP.
- Arrange to place all the incoming material to their pre-planned stock place.
- Preparing GRV and forward to concerned material account department.
- Maintain a complete a record for incoming & outgoing Materials.
- Ensure that inventory is sorted and placed in proper storage areas, shelves or in bins according to predetermined sequence such as size, type, or product code and that materials or containers are labeled with identifying information. Ensures that all materials are stored in a safe and orderly manner, and chemicals are stored as per the Material Safety Data Sheet recommendations
- Checking and ensure the completeness of all material transactions like GRV, transfer notes, diesel issuance.
- Proper checking of Purchase register for weigh bridge entry, GRV & Vehicle # etc.
- Recording of production & consumption of Raw Material from the plant batching report on daily basis.
- Physical stock taking as per schedule decided.
- Compilation of the physical stock on daily basis and calculation of inventory after stock take.
- Submission of plant wise Raw Material variance report (P-95 format) on daily basis.
- Proper maintenance of source documents and preservation.

SOFTAGE INFORMATION TECHNOLOGY LTD. [Feb.2013 To July 2015]

Work experience with S.I.T.L company as designation of verification executive and data entry operator from feb.2013 to July 2015.

Additional Plus

- Able to handle pressure; meets deadlines without compromising quality of work.

Education

PGDCA *In 2015 from singhania university pacheri bari Jhunjhunu raj.*
GRADUTION *In 2012 from maharaja ganga singh university Bikaner raj.*
HIGHER SEC. *In 2009 from board of sec.education Ajmer raj.*
SECONDARY *In 2007 from board of sec.education Ajmer raj.*

Languages

English

Hindi (fluent)

Arabic

References

I hereby state that the above mentioned information is accurate and references will be available on request.



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Curriculum Vitae

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