

SHARIQ KHAN

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CAREER OBJECTIVE:

Looking for an organization where I can utilize my skills to the fullest and make significant contribution to the organization and also at the same time learn as much as possible and enhance my skills further.

SKILLS:

- Effective Communication
- Microsoft Office
- Management Skills
- Time Management
- Problem Solving
- Willingness to Learn

WORK HISTORY :

PROCUREMENT ASSISTANT , September 2019 till August 2020

THE FIT OUT LLC , AL Quoz,Dubai

- Maintaining the Track of invoices received from Supplier .
- Arranging approval / Certification of Invoices from Concerned department.
- Forwarding Certified Invoices to Accounts Department with the Required Documents.
- Coordinate with Accounts and Procurement Team on Delivery and Payment Issues .
- Follow up with Supplier's regarding Delivery and Collection of Material on Time.
- Coordinate with store in terms of Stock item Delivery.
- Update internal data Bases with order details (Date's , Vendors, Quantity , etc)
- Maintain updated records of invoices, contracts, Purchase Request and LPO'S .
- Coordinate with the Store's to ensure all products received in Good Condition.

TIME KEEPER & ADMIN SUPPORT, October 2015 till August 2019

THE FIT OUT LLC. AL Qouz, Dubai.

- Update employee files with new details such as changes in address or salary levels
- Maintain employee confidence and protected payroll operations by keeping information confidential
- Review personnel records to determine names, rates of pay, occupations of new hires and changes in wage rates
- Perform various administrative functions, including filing paperwork, delivering mail, sorting mail and book keeping
- Posting of daily Time sheet in ERP.

- Updating & Keeping Record of Medical Certificates and Sick Leave of Employees.
- Maintaining Files for Records (Sick leave/ Annual Leave / Terminations / Resignations , Etc)
- Coordinate with Transport department in order to arrange transportation for Employees.
- Assist in the preparation of regularly scheduled reports.

ASSISTANT STORE KEEPER , 2010 till 2014

SYMBIAN MOBILES PVT LTD. Lucknow, India

- Maintain / Identify the items / Goods in the store .
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits.
- Complete diary logs into inventory.
- Communicate and cooperate with supervisors and co-workers
- Loading / unloading items to / from the store
- Receive the Goods, check the Goods received

SALES EXECUTIVE, 2006 till 2009

ORBIT COMPUTERS, Lucknow , India.

- Tackle customer concerns and responded to inquiries to provide immediate issue resolution.
- Maintain relationships with established accounts and prospected new Clients by calling .
- Proactively negotiated profitable contracts for all product lines and performed cold-calling to senior leadership to expand Sales.
- Remain current on industry trends to better understand customer needs, product effectiveness and sales tactics.
- Assembling, troubleshooting, installations and formatting etc.
- Sell New and Used Computers, Printers and other Accessories.
- Make clear notes on the receipt of the items against each invoice.

EDUCATION:

Bachelor's of Graduation - 2006

Lucknow University, Lucknow, India

Intermediate - 2003

School, Lucknow, India

High School 2001

School, Lucknow, India.

TRAINING UNDERTAKEN:

Mec -Pro Computers, Lucknow (June 2002 to February 2003)

EXTRA CURRICULAR ACTIVITIES:

Participated debate programs (**National TV channel- Door Darshan**)

PERSONAL DETAILS:

Date of Birth:	21 st Aug 1985
Nationality:	Indian
Marital Status:	Married
Driving License:	UAE Valid License
Languages:	English, Hindi, Urdu
Visa Status:	Employment Visa
Passport No:	L8084779
Status:	Can Join Immediately

Declaration:

I hereby declare that, all information furnished above is correct & true to the best of my knowledge.

(SHARIQ KHAN)