RESUME

P.SATHAM HUSSAIN

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**Skype : satham041**

**Zoom id : 4274608462**

**Mobile No : +919360279503**

**Objective**

To pursue a challenging and satisfying career and to be a part of a progressive and growth oriented Organization that give me scope to enhance my knowledge and skills to cope up with the latest technological changes.

**Professional Experience:**



**POSITION: STORE CLERK & INVENTORY CLERK:**

**Organization** : **DANUBE SUPER MARKET (BINDAWOOD GROUP OF COMPAMY**) **KINGDOM OF SAUDI ARABIA**

Duration : **(SEP 2016- DEC 2020)   
Responsibilities:**

* + Perform general data entry using JDA, Microsoft Excel and Word.
  + Excellent understanding of business processes in logistics- material management& inventory process including damaged goods receipt from production and stock level is maintained in the warehouse.
  + Compared commodities invoices to items physically received to make sure that shipment are correct.
  + Goods movement of handling units like good issue& good receipt and other movement like reversals and general goods movement posting.
  + JDA Modules sales & distribution- Logistics execution in the following process: sales order processing, inbound and outbound delivery, all pick, shipping and transportation system.
  + Inventory control & shipping & receiving & safety control, loaded & unloaded trucks and checked performed store cleaning.
  + Maintain a safe and clean working environment and good physical condition & own a neat appearance.
  + Prepared for and participated in counting store physical records. Maintain up to date work records.
  + Shipping points to the plants and warehouse number, storage types, location, bin types. Barcoding system in order to improve order fulfilment accuracy material.
  + Maintained detailed documentation & an outstanding safety record. Oversaw loading & unloading, staged & set up merchandise and pulling for packing or customer pick- up & customer service management and warehouse planning and shipping/ receiving.
  + Creation of advance shipment notification (ASN) and good receipt note (GRN) stock transfer order & goods movement to the warehouse in plant.
  + To maintain healthy relationship with vendors for price negotiation
  + Regularly check stocks and documents.
  + Entering Vegetable Items in System and Check the Margin
* Handling All Bakery Department Data Entry(Production, Damage)

Organization: **ASHOK LEYLAND, CHENNAI INDIA( APRIL 2015 – JUNE 2016 )** 

**Position: STORE KEEPER & DATA ENTRY**

Responsibilities

* + Generating Purchase Order for Local Purchasing.
  + Perform general data entry using **SAP**, Microsoft Excel and Word.
  + Following up with suppliers for the delivery of materials on correct time requirement
  + Checking the quantity and receiving the incoming materials as per the PO.
  + Perform weekly cycle counts, quarterly inventory, mid-year inventory, year-end inventory physical inventory and prepare year-end inventory reports
  + Maintain storage areas, shelves & outside yard clean and orderly condition
  + Maintain and keep track of inventory for transfer between sites/main stores.
* Goods return (Return Items) Ensure enter in System and checking Physical Qty.
* Dispatch Documents to Finance Head Office on Daily Basic.

**Post: Data Entry (System Executive)**   
Organization: **AVALON TECHNOLGIES,CHENNAI INDIA**

Duration: Jan 2013 – march 2014  
**Responsibilities:**

* Perform general data entry using SAP, Microsoft Excel and Word
* Perform weekly cycle counts, quarterly inventory, mi-year inventory, year-end inventory physical inventory and prepare year-end inventory reports

**Working with SAP ERP - SAP**

***SAP - Material Management:***

* + Purchasing & logistics
  + Logistics invoice verification
  + Inventory control & warehouse management
  + JDA IBM

**Educational Qualifications:**

**Bachelor of Electrical Engg** from Ponjesly college of ENGG ,Nagercoil ,india

**Secondary School Leaving Certificate (S.S.LC)** from GOVT Hr sec school,Thittuvilai ,nagercoil , Tamil Nadu, India.

**Proficiency Languages**:

Good communication skills in English, Hindi, Tamil, Malayalam and Arabic.

## Personal Strength:

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* + - * Very Cooperative and Hardworking
      * Good Presentation skills
      * Self-motivator, patient

**Technical Skills:**

SAP MM

EXCEL & WORD

JDA IBM

**Personal Profile**

**Sex :** Male

**Date of Birth :** 10/05/1991

#### Nationality : Indian

**Marital Status :**  Married

**Permanent Address** **:** 85,Balamore road , Thittuvilai

Boothapandy –p.o

Nagercoil , kanyakumari –Dist

**Contact No** **:** +91 9360279503

**E-mail** **:** satham041@gmail.com

**Passport Details**

Passport No : K8975066

Place of Issue : Chennai

Date of issue : 27/12/2012

Expiry Date : 26/12/2020

**DECLARATION:**

I hereby declare that the above given information are true to be best of my knowledge and belief. If I am selected in your concern, I will do my job to the fullest satisfaction of my superior.

Faithfully,

**P.SATHAM HUSSAIN**