

CURRICULUM VITAE

SULTHAN.S

P.O.BOX.11092

Dubai, U.A.E.

Mobile: +971-555271299

E-mail: sulthan66.jmc@gmail.com



INDIAN | EMPLOYMENT VISA | DUBAI, UAE

Career Objective:

To obtain the height of success in the organization with my hard work sincerely and where the skill and talents are acknowledge”.

Possess more than **3** year’s Data entry and back office Sales and Purchases experience in UAE and more than **2** years of experience in India.

Self-starter and creative problem solver.Proficient in handling and establishing Healthy and prolonged business relations with clients. Easy going by nature and team player able to handle finance issues and resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules.

PROFESSIONAL EXPERIENCE

PURCHASE ASSISTANT

BIN ZAYED GROUP–Pharmathics Medical Supply, Dubai, UAE

JAN '2019 to Till Date

Duties/Responsibility

- Handling all pharmacy projects and progress.
- Coordinating the project deadlines and progress through MS project.
- Handling the preparation of all Local and international LPOs for the wholesale and agency division.
- Interaction with the customers & Suppliers on daily basis for the follow up.
- Managing all expired, damaged goods and their Compensation with the suppliers.
- Responsible for the gross profit margin calculation of all LPOs.
- Responsible for the reporting of LPOs, Expired goods, damaged Goods.

DATA ENTRY & BACK OFFICE SALES

BIN ZAYED GROUP– Pharmathics Medical Supply, Dubai, UAE

JAN '2019 to Till Date

Duties/Responsibility

- Provide reports regarding sales & purchase, report directed to Management & Accounts (Pharmaethics)
- Preparing daily sales orders & converting it to invoices after arrangement of items from store.
- Checking the customer bonus and sending approval of it to General Manager.
- Entry of Purchase receipts, Sales return, Purchase return, Expiry & Damage Goods.
- Providing reports required regarding sales & purchase to Management & Accounts related to Sales & Purchase on Wholesale as well in Agency Division.
- Coordinating with Sales Representatives & Medical Representatives to the Customer Offer & Special Deals.
- Creating & Making changes on New and existing items from store for wholesale & in agency division.

StoreKeeper in AL GREEN DOORS, Trichy

Period: 08 Jun 2015 to 26 Feb 2016(9Months)

Duties/Responsibility

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

Computer Skills:

Application Software : **MS-Office** (Word, Excel, Power Point), MS-Navision classic & Dynamic
Internet : Browsing, E-Mail

Academic Qualification:-

- Master of Computer Application in Jamal Mohamed College in Apr2015, with Overall 69%
- Bachelor of Mathematics in Jamal Mohamed College in Apr2012, with Overall 57%
- Higher Secondary in Sri Visalakshi Kala Salai in Apr2009, with Overall 69.16%
- SSLC in Sathappa Govt Higher Secondary School in Apr2007, with Overall 70%

Personal Details:

Father's Name : SAMSUDEEN
D.O.B : 03-03-1990
Nationality : Indian
Marital Status : Married
Pass Port No : M7749965
Hobby : Playing Cricket, Chatting and Chess

Languages Known :

English, Tamil, Hindi

INTERPERSONAL SKILLS

- Ability to operate under pressure and deliver to demanding deadlines.
- Result driven, forward thinking with a problem solving mentality.
- Able to self-start and own improvement initiatives.
- Good presentation and interpersonal skills, proved to be a good team player.

Declaration:

I hereby declare that the above mentioned information is true to the best of my knowledge.

Date:

Place: Dubai,U.A.E.

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