**CURRICULUM – VITAE**

***KAUSAR JAMAL KHAN***

**Mobile :- +91-8726813804 (Calling 10 A.M. to 5 P.M.)**

Email ID - **kausarjamalkhan@hotmail.com**

**Post Applied for:*WAREHOUSE DISPATCH/LOGISTICS***

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| **CAREER OBJECTIVE**  |

**A highly self- motivated and resourceful young capable of challenging environments. Understands the importance of interpersonal relationship, team work and endeavor to keep the groups moral always high, work towards effective implementation of project and to achieve the organization’s goal.**

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| **COMPANY NAME** | **PLACE** | **DESIGNATION** | **YEAR** |
| **1-LAFARGE DURAGUARD CEMENT (C & FA )** | **ROHANIA -VARANASI** | **ASSISTANT MANAGER** | **2017 –Till Date=6 YEARS** |
| **2-SOMA ENTERPRISES, NH-5-ROAD CONSTRUCTION** | **RAMNAGAR-VARANASI** | **STORE CUM ADMIN** | **OCT-16-MARCH-17=1 YEARS** |
| **CRESTECH SOFTWARE SYSTEMS PVT. LTD.** | **NOIDA** | **AS A ACCOUNTANT** | **1 YEARS**  |

**Area of Exp :- *Order Reced./Invoice & Challans Making/Inventory (Through SAP)Salary Sheet Making/Books Keeping/Timecards Maintane***

* Monitoring cash flow for reviewing the cash position and forecast funds required for numerous expenses.
* Monitoring Payments & Debtors Management, Accounts Receivables and Accounts Payables, etc.
* Preparing MIS reports to provide feedback to top management on financial performance, viz. profitability, production analysis, report etc.
* Maintaining dealer accounts & reconciling them on a quarterly basis to ensure nil outstanding.
* Maintaining the attendance sheet. (Timecards), making the salary sheet and opening bank A/c of new joinees.

**Store Work**

### Maintane Data Incoming Materials

 Maintane Data of Issuing Materials

 Unloading of Incoming Materials by FIFO Systems

 Preparation and issue of Purchase Order by BIN CARD systems

**Summary: Skills & Experience**

* To issue and deliver materials to various units, departmental and individual.
* Purchase office supplies, packaging materials, and raw materials of our products
* Coordinate with the supplier and broker of our imported products
* Involved in planning the production and shipment schedule
* Manage the inventory of raw materials and finished products
* Handle customer phone inquiries and feedback
* Handle the import of raw materials including Letter of Credit processing
* Prepare Sales Invoice, Credit Memo and Sales Reports
* Obtain quotations and negotiate for the best price and prompt delivery
* Coordinate warranty claims and service requests
* Prepare the purchase order or service order
* Facilitate the accreditation of new suppliers
* Monitor and address supplier delivery performance
* Purchase printing materials, electrical supplies, and electronic spare parts
* Prepare purchase orders
* Follow-up delivery of orders
* Coordinate service requests to suppliers
* Update and maintain records and files as necessary
* Carrying out such other tasks are entrusted.
* Material loading & unloading .Giving good receipt to transporter.
* Bill submitting for client.
* Checking mails taking print out & giving to concern department.
* Weakly reporting for site safety.
* Daily screening of purchase requests release status.
* Forward RFQ to supplier
* Raising of purchase orders through ORACLE.
* Manage the flow of information between the company and its suppliers.
* Main duties included managing the agenda and daily planning.
* Organize the internals & Externals meetings and receptions.
* Present case related documentation for discussion as required.
* Day to day organization of documentation to process.
* Creating the new distributor.
* Give the vendor rating of quality & delivery.
* Make co-ordination b/w the supplier and the organization.

**Main Activities and Responsibilities**

* Preparing the cost control summary sheet of projects.
* Obtain quotations and negotiate for the best price and prompt delivery.
* Coordinate warranty claims and service requests
* Prepare the purchase order or service order
* Facilitate the accreditation of new suppliers
* Monitor and address supplier delivery performance
* Receiving of materials & stored entry by computer.
* Purchase office supplies, packaging materials, and raw materials of our products
* Coordinate with the supplier and broker of our imported products
* Involved in planning the production and shipment schedule
* Manage the inventory of raw materials and finished products
* Handle customer phone inquiries and feedback
* Handle the import of raw materials including Letter of Credit processing
* Prepare Sales Invoice, Credit Memo and Sales Reports
* To raise materials purchase requisition.
* To keep exact record incoming & outgoing material myself.
* To issue and deliver materials to various units, departmental and individual.
* Bill submitting for client.
* Handling various supplier activities & solving production problem.
* Determine of requirement related to production.
* Give the vendor rating of quality & delivery.
* Make co-ordination b/w the supplier and the organization.
* Co-ordination with vendors for actual delivery status of material.
* Monitor the process of professional service purchase.
* Daily screening of purchase requests release status.
* Raising of purchase orders through ORACLE.
* Manage the flow of information between the company and its suppliers.
* Supervision of phone calls.
* Organize the internals & Externals meetings and receptions.

Day to day organization of documentation to process

**Store Management**

* Handling the day-to-day management of the store in accordance with overall company policy.
* Planning /monitoring warehouse operations of receipt, storage, return of unsold stock, inventory control.
* Managing stock levels and making key decisions about stock control.
* Involved in selling of non-movable stock at best negotiable price and day to day follow up of inventory requirement, stock and issue.
* Involvement in developing plans to improve the commercial performance of the store by increasing its turnover &maximising profitability.
* Ensuring safety of all customers and employees on store premises. Holding regular safety meetings; resolving health and safety, legal and security issues.
* Managing stock levels and making key decisions about stock control.

**Customer Relationship Management**

* Managing customer centric operations & ensuring customer satisfaction by achieving delivery & service quality norms.
* Attending to customer’s complaints and undertaking steps for effectively resolving.

**Team Management**

* Ensuring that adequate staffing levels exist in order to effectively operate the store, and that employees receive the training necessary to perform their job responsibilities independently.
* Mentoring employees so that the company can promote employees from within and develop future leaders, potentially for employment at other locations.

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| **COMPUTER SKILLS:-** |

* **Ms – Office**
* **Tally 7.2 & 9.0 Ver.**
* **Scanner**
* **Internet**
* **Oracle ERP**
* **Outlook**
* **Silk Sole**
* **SAP**



***ACADEMIA & CREDENTIALS***



2009 B.A., Mahatma Gandhi K.University, Varanasi

2012 **Bcom.** from Maninram Sundram University, Gurgaon.

1992 Intermediate from UP Board

1990 Matriculation from UP Board.

*Other Qualifications:*

**- Advance Diploma in Computer Software Management from UPTRON-ACL, Varanasi**.

* **Financial Accounting Systemfrom Orbit of ComputerAccountingSchool, Varanasi**.

***(Kausar Jamal Khan)***