RESUME
Syed Ashraf Quadri
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Career Objective:

To work in a challenging environment that provides opportunity to learn key technology areas, be an effective team player in developing projects and to be an asset for the organization by delivering to the best of my capabilities.

Education Qualification:

B.Sc from All India Institute of science & Research, Hyderabad 2009.

Intermediate from Indian Institute of Secondary Education A.P. 2006.

S.S.C from Secondary School Certificate 2002.

Work Experience:

A professional with 8 years in Store Supplies and Admin.
- 10 years in K.S.A(Red Sea Marine Services Containers Division Provision Supply).from Dec.2013 to Sep.2022

Job and Responsibilities:
- Prepare the stock Report Monthly.
- Stock checking and stock maintenance.
- Prepare the LPO local purchase order and Int.
- In out the Material on the daily basis.
- Maintain the Store in Order.
- Checking the packing list and related documents for shipment.
- Issuing the Credit note and debit note at time of Returns.
- Contact to Customers for Material fallow up input.
- Fallow up the Vendors for Collections as per Accounts Dept,
- Submit the invoices and report to Accounts Dept for Vat prepration.
- Follow up with Suppliers for a statement of accounts & getting the credit note in case of short supply or rejection of items delivered.
- Answers to the telephones and provide exceptional customer service to the international and the external customers.
- Liaises to internal and external units to carryout job tasks.
- Maintain the accounts payable and accounts receivable records.
- Solves the problems associated with vendors regarding the shipment and billing and statements.
- Handles the administrative tasks for faculty searches and staff recurring.
- Performs the tracking and distributes monthly travel reports.

Professional Experience (Storekeeper and Admin)

Zone) fromAug.2006 to March 2010

Inventory Management:

⬛ Monitor expiration dates and ensure that products are rotated to maintain freshness.

⬛ Keep track of inventory levels and ensure that stock levels are maintained.

Ordering and Procurement:

⬛ Place orders for food and beverage products based on inventory levels and demand forecasts.

⬛ Coordinate with suppliers to ensure timely and accurate deliveries.

Receiving and Inspection:

⬛ Receive incoming shipments and verify the accuracy of deliveries.

⬛ Inspect goods for quality and quantity, rejecting any items that do not meet the required standards.

Storage and Organization:

⬛ Ensure that storage areas are clean, well-organized, and comply with health and safety regulations.

⬛ Properly store and label items to facilitate easy retrieval.

Distribution:

⬛ Coordinate the distribution of goods to various departments or outlets within the organization.

Office Management:

⬛ Oversee and manage day-to-day office operations.

⬛ Ensure smooth functioning of office equipment and supplies.

⬛ Handle communication, both internal and external.

Data Entry and Record Keeping:

⬛ Input, update, and maintain accurate records and databases.

⬛ Organize and manage files, documents, and other information.

Communication:

⬛ Answer and direct phone calls.

⬛ Respond to emails and other forms of

⬛ communication. Draft and proofread documents, letters, and emails.

🞐 Finance and Accounts,

🞐 Material Control & Inventory Control Management.
🞐 Administration & Banking Operations Management.

Technical   Skills:

MCP (Microsoft Computer Professional) on Windows 2003 Active Directory From Zoom
Technologies. In 2007

System Administration   : Windows 2003,2008
Active Directory   : Managing users & groups, Appling group policies,
                            DFS, Backup, Samba server, Proxy Server.
Network Administration: DNS, DHCP, Routing, IIS, RIS, Remote access.
Mail Server   : Exchange 2003, Send mail and Apache mail
                            Configuration in Linux.
Firewall   : ISA Server 2000/2004, PIX.
Local Area Network   : Configuration/Maintenance of LAN.

Skill Set:
Languages   : C, C++, Visual Basic.
RDBMS   : Oracle, SQL
Operating System   : Ms. Dos, Win-Xp /2000/2003/Win7/Win10.
Business Graphics   : Ms Power Point.
Web Browsers   : Internet Explorer 5.0, 6.0, Netscape Navigator,
                            Mozilla, Google Chrome.

Strengths:
Excellent communication skills
Quick Learner
Problem Solving skills
Able to work in various shifts
Able to work under Pressure
Time Management
Punctual & Self motivated

Personal Profile:

Name	:	**Syed Ashraf Quadri**
Father's Name	:	Syed Afsar Quadri
Date of Birth	:	25-Sep-1986
Religion	:	Muslim
Nationality	:	Indian
Passport No	:	RO149670
Languages Known	:	English, Hindi, Urdu and Telugu.
Hobbies	:	Listening to Music, Browsing.

Declaration:

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

Date:

Place: Hyd

(Syed Ashraf Quadri)