

# कैसा भी CV और Resume

खुद से बनाये 2023 में

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Paste

Warehouse Supervisor

Senior / Storekeeper

Document Controller

Data Entry

## SARFARAZAHMAD

Warehouse Supervisor

### Proficiency Skills

Photoshop ●●●●●

AVS Video Editor ●●●●●

Comp.Hardware ●●●●●

Comp.Software ●●●●●

### Professional Skills

ERP Software ●●●●●

Microsoft Office ●●●●●

### Product Skills

Mechanical ●●●●●

Electrical ●●●●●

Civil ●●●●●

### Personal Skills

Team Work ●●●●●

Creativity ●●●●●

Networking ●●●●●

Leadership ●●●●●

### Language Skills

Hindi ●●●●●

Urdu ●●●●●

English ●●●●●

Arabic ●●●●●

## About me

A highly competent, motivated and enthusiastic Coordinator with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

## Education

2013 **Higher Secondary (12th)**

B.S.E.B - Patna

2011 **High Secondary (10th)**

B.S.E.B - Patna

## Experience

2015 **Al...Co. Ltd.**

To Warehouse Coordinator

Present Riyadh-Kingdom of Saudi Arabia

2014 **E Electronics**

To Store Keeper

2015 Delhi- India

2013 **S Insulations**

To Store Keeper

2014 Punjab- India

## Technical Qualifications

Computer Science

ADCA (Advanced Diploma in Computer Applications)

CSK (Certified Store Keeper)

Microsoft Dynamic AX-2012

## ● Job Responsibilities

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- ✚ Analyze shipment logs
- ✚ Review timeliness of scheduled deliveries.
- ✚ Track inventory levels
- ✚ Order new supplies in a timely manner
- ✚ Constantly work to improve processes
- ✚ Make suggestions for productivity improvements
- ✚ Optimize employee workflow
- ✚ Determine and track most important warehouse KPIs
- ✚ Ensure that facility equipment is properly maintained.
- ✚ Communicate and collaborate with other team members
- ✚ Train, guide and evaluate new warehouse workers.
- ✚ Track expenses related to fuel, storage, and truck maintenance.
- ✚ Update all Stock out and In with Microsoft Dynamic AX 2012.

## ● Personal Information

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Name	Mr. Sarfaraz Ahmad
Father's Name	Mr.
Date of Birth	
Sex	Male
Marital Status	Single
Nationality	Indian
Passport No.	
Address	AT- (Indian)
Contact No.	0091-xxxxxxx
Email	Demo--01@gmail.com

## ● Objectives

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- ✚ I hope my education, career training, work history, knowledge and skills acquired over the past 7 years in the work field possibly is uniquely well suited to your staffing requirements.
- ✚ I hereby declare that the Information mentioned is true and correct.