

RAFI NADEER

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Objective

To be a part of an organization provides a high quality of work life through challenging opportunities, meaningful carrier growth and professional development.



Professional experience (Over 6 Year)

- Worked as **Inventory Controller& Material planner** in **Emirates Bio Farm, Al Ain, UAE, (November 2019 to January 2021)**
- Worked as **Cashier& Inventory controller** in **International Golden Group, Abu Dhabi, UAE, (March 2018 to June 2019)**
- Worked as **Inventory Controller & Purchase officer** in **Lulu Group International, EMKE Group of companies, Doha, Qatar, (February 2012 to 2016 December)**

Job Profile:

- Maintain inventory, Track inventory in SAP MM software.
- Meeting with vendors and clients to negotiate the best contracts.
- Receive all shipments of products and store them in organized manner.
- Contact vendors and responsible for returning damaged goods to vendors.
- Review invoices, maintains records and performs periodic inventories.
- Track inventory of products on shelves and storage unit
- Maintain records of products being shipped and received.
- Track lost or miss-delivered packages.
- SAP support.
- Inventory Management in SAP (Goods receipt, Goods Issue, Stock Transfer, Consignments, Physical Inventory, Logistic Invoicing).
- Receiving orders by e-mail, by fax, direct from the customer over phone and from the salesman.
- Prepare Sales Order and then Invoice by following FIFO and passing to the store assistants for order preparation
- If any of the orders are not processed due to any valid reason, it has to be communicated accordingly to the source of order maximum by end of the business day.
- Checking prepared orders with invoice/delivery order whether the batch number & expiry are correct according to the documents.
- Handle internal requests and warehouse transfers
- Maintaining files/records for pending LPO and invoice register.
- Ensures that all delivery documents are in order with reference to purchase order.
- Manage and maintain relationship with the sales team and work with customers to ensure the timely responsiveness of quality supply at the best cost.
- Inspect stock levels and order new stock.
- Make sure the stock is available at all times
- Prepare daily and periodic reports on the Stock and Inventory levels
- Make sure daily stock reconciliations are done in all warehouses
- Analyze, choose and execute warehouse management system solutions

- Monitor the quality, quantity, cost and efficiency of the movement and storage of products.

Strength:

- Quality oriented mindset.
- Hardworking and dedicated follows a logically structured.
- To keep on learning new things
- Keeping records for all works.
- Team player with emphasis on quality and efficiency.
- Detail orient, proficient organizer with the ability to delegate.
- Fast worker with ability to multi-task

Software Skills:

Proficient in SAP MM ERP & HANA, Microsoft office, Adobe Photoshop, Microsoft Outlook

Educational & Technical Qualification:

Educational Qualification		
BACHELORS DEGREE ECONOMICS	2006-2009	KERALA UNIVERSITY
PLUS TWO	2001-2003	KERALA HIGHER SECONDARY EXAM BOARD
SSLC	2000	KERALA PUBLIC BOARD OF EXAMINATION
Technical Qualification		
DIPLOMA IN ELECTRONIC MECHANIC	2003-2006	N.C.VT.GOVERNMENT OF INDIA
M.C.I.T.P	2006	MICROSOFT CERTIFICATION

Personal profile:

Name : RAFI.N
 Date of Birth : 20-05-1984
 Fathers' Name : M. NADEER
 Sex : Male
 Nationality : Indian
 Marital Status : Married
 Languages known : English, Malayalam, Hindi
 Passport No : P5140763
 Contact Address : Kambikkakkom, Madanvila,
 Perumathura P.O, Trivandrum, Kerala, India, PIN: 695303

Declaration

I declare that the above statements are true to the best of my knowledge and belief, supporting certificates will be presented as and when required.

Place: Dubai

Rafi Nadeer