



ABDUL ARIS KA

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OBJECTIVE

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out of challenges, which would help me to achieve my personal and professional goal.

ABILITY

- ✓ Ability to quickly adapt to new ideas and technologies.
- ✓ Ability to work efficiently and effectively under stressful and hard deadlines.

ACADEMIC PROFILE

COURSE	University / Board	Institution	Percentage Obtained
Pre University Course	Karnataka P.U. Education Board	GOVT PU COLLAGE	60%
Diploma in Hardware Maintenance & Networking	Manipal institute of technology	MICE, sullia	78%
P C ASSEMBLING AND NETWORKING	Department of minority welfare govt. india	ECIT	73%

OTHER TRAININGS

COURSE	University / Board
TALY	ICA
ISO 9001:2015 awareness training	MPCIT



LLH SPECIALIST MEDICAL CENTER

ABUDHABI, U.A.E

Call Center Executive

15/11/2021 ➡ 20/02/2022

Responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner.
- Follow communication “scripts” when handling different topics.
- Document and categorize all customer queries in the relevant system(s) to keep / share track of all status histories in all channels.
- Keep records of all conversations in our call centre database in a comprehensible way.
- Identify customers’ needs, clarify information, research every issue and provide solution And/or alternatives.



Tranzone Healthcare Logistics.

Logistics & Supply Chain

Jeddah, K.S.A

Store Keeper and Data Entry administrator.

2016 to 2020.

Responsibilities:

- Maintains record of the receiving reports and delivery notes of medical supplies and equipment, including documents of local and global purchase orders.
- Keep a record of sales and restock the store accordingly.
- Provides appropriate and timely feedback or information about the stock needs from each Brand Manager.
- Ensures that all stocks are stored in correct conditions, in correct place, on labeled shelves.
- Ensures that the stores remain clean, tidy and that access is tightly controlled.
- Examine and inspect stock items for any discrepancies in physical counts of stock or defects / expiry in order to report any damage to

the corporate office's Stores Supervisor, and dispose defective, expired or damaged items accordingly.

- Maintain excel spreadsheet of returned items for the reverse logistics department.
- Providing data and reports to help the sales team.

SAUDI IMPORT COMPANY

Jeddah, K.S.A

Logistics administrator

2014 to 2016

Responsibilities:

- Performs shipping and receiving functions as assigned.
- Maintains inventory in the storage areas of the warehouse.
- Prepare shipping documentation.
- Receive, pull stock, store, and maintain warehouse inventory.
- Responsible for the issuance of materials and supplies to all departments in the organization
- Communicate constantly with Warehouse and Customer Service and Sales personnel effectively.
- Provided outstanding customer service, technical assistance and logistics support.

Best computers

Jeddah, K.S.A

Computer technician

2010 to 2014

- Responsible for preparing status reports including follow-up and closings
- Maintained and established relationship with current client and potential clients
- Manage and resolve day to day IT service requests and incidents using IT help desk portal, follow up and close outstanding help desk tickets on a daily basis.
- Configuring PC's, manage, maintain and configure local and network-based printers
 - Manage, maintain and monitor IT assets in order to ensure correct asset inventory.
- Support and troubleshooting of PC based Applications.
- Install and configure computer hardware operating systems and applications for desktops and windows servers.

STRENGTHS

- Proactive and self-motivation
- Work effectively individual as well as team
- Good Presentation skills.
- As person I am co-operative, Energetic, Self- Starter.
- Quick Learner with eager to learn and Acquire more knowledge.
- Can adopt to any environment quickly.
- Ambitious, Hardworking and Honest.
- Making good communication and good relationship

PERSONAL PROFILE

Father's Name : K.H Abdul Khader
Date of Birth : 01-06-1986
Gender : Male
Nationality : Indian
Visa Status : Visit Visa
Languages Known : Arabic, English, Hindi, Tamil, Malayalam and Kannada
Permanent Address : 6-209 Gurump house
Sullia (Tq) Dakshina Kannada (Dist)
Karnataka PIN: 574239

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: ABUDHABI U.A.E

ABDUL ARIS