



SAJID IQBAL

INVENTORY MANAGER

 AL AIN INDUSTRIAL AREA, AL AIN, 00000, United Arab Emirates

 0544067730

 MSAJID12347@GMAIL.COM

PERSONAL DETAILS

Date of birth
23-01-1993

Nationality
INDIAN

Visa status
APPROVED

Marital status
MARRIED

SKILLS

SELF MOTIVATION



COMMUNICATION SKILL



LEADERSHIP



MICROSOFT OFFICE



MICROSOFT EXEL



TALLY ERP 9



DECISION MAKING



DRIVING LICENSE

Driving license category
LIGHT MOTOR VEHICLE

LANGUAGES

BASIC ARABIC



ENGLISH



HINDI



URDU



ABOUT ME

I am able to handle multiple tasks on a daily basis.
I use a creative approach to problem solving.
I am a dependable person who is great at time management.

confident and highly organised administration professional with experienced in busy office and reception environment,rapidly assimilating and learning process applicable to in-house operation, cosistently impressing employer which has resulted in fast track advancement to more senior position.

WORK EXPERIENCE

LOTUS STAR GIFT

A Ain Abu Dhabi
May 2019 - Present

INVENTORY MANAGER

- Manages inventory tracking system to record deliveries, shipments and stock levels.
- Evaluates deliveries, shipments and product levels to improve inventory control procedures.
- Analyzes daily product and supply levels to anticipate inventory problems and shortages.
- Manages schedules of employees, deliveries and shipments to optimize operations.
- Communicates with inventory employees to meet business goals and address personnel issues.
- Develops business relationships with suppliers and clients.
- Proposes strategies to reduce costs and improve procedures of supply chain logistics.
- Monitors demand and analyzes data to anticipate future supply and logistical needs.
- Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management.

GODREJ

Mumbai India
Feb 2015 - Jan 2016

JUNIOR ACCOUNTANT

- Maintaining records of assets and liabilities.
- Updating accounts payable.
- Assisting in balancing sheets and income statements.
- Assisting with reviewing income and expenses.
- Preparing regular reports.

OCEAN PEARL GROUP

Feb 2014 - Jan 2015

FRONT DESK OFFICER

- Handling guest accounts.
- Coordinating guest service.
- Trying to sell a service.
- Ensuring guest satisfaction.

ICAN SOLUTION MUMBAI

Apr 2016 - Apr 2018

CUSTOMER SERVICE OFFICER

These tasks can include patient intake paperwork, setting appointments, sending and receiving correspondence, data entry,

and maintaining referral files. They often are also responsible for reviewing submitted documents to make sure they have the proper information for billing purposes.

EDUCATION

**ST MARYS
COLLEGE,SHIRVA**
SHIRVA,UDUPI
2013

● **BACHELOR OF COMMERCE**
Major in Business Management And Finance.

**HINDU JUNIOR
COLLEGE,SHIRVA**
SHIRVA,UDUPI
2010

● **PRE UNIVERSITY**
Major in Business And Accounting.

**P.K.S HIGH SCHOOL
KALATHUR**
KAUP,UDUPI
2008

● **Secondary School**
Major in science and mathematics.

COURSES

**MANIPAL ISTITUTE
OFE COMPUTER
EDUCATION**
Jun 2023

● **MASTERS IN COMPUTER APPLICATION**

MICE
Jan 2017

● **TALLY ERP 9**

HOBBIES

PHOTOGRAPHY,SIDE HUSTLE,DIGGING INTERNET

INTERNSHIP

A.S HARALAYYAH
May 2017 - Jun 2018

● **ACCOUNT PRACTITIONER**

LINKS

LINKEDIN:
<https://www.linkedin.com/in/sajid-iqbal-qu-raishee-680677120/>