

Athar Ahmed

Stores Officer

SUMMARY:

Graduate with more than 10 years of professional experience in the field of inventory management and customer support. Efficient Stores Officer, proficient at monitoring supplies and handling all required ordering. Committed to maintaining accurate inventories and ensuring that all goods and materials are properly and safely stored. Expertise in Logistics management – shipping & receiving, invoicing, E-way billing, GST, packing and employee supervision. Motivated individual with strong interpersonal skills.

PROFESSIONAL EXPERIENCE:

1. Organization: SAN Engineering and Locomotives Co. Ltd **Duration:** Nov 2010 – Present
Designation: Stores Officer **Department:** Materials & Stores

Roles and Responsibilities:

- Inspect the materials received from suppliers with respect to PR quantity and acknowledge the supply with Goods Inward Note (GIN) through ERP.
- To ensure the proper tagging of identification slips and bin cards on each item.
- Prepare Monthly & Annually Material consumption & requirement reports. Also maintain the Store Inventory Levels in view of monthly consumption.
- Issuing of raw materials and other consumables to departments concerned on FIFO basis, against Material Request Slip (MRS) and acknowledging it with Material Issue Slip (MIS) through ERP.
- To carry out job work transactions and final dispatches on receipt of Material Dispatch Request (MDR) from concerned departments through ERP.
- Generating corresponding Delivery Challans (DC), Gate Pass and Invoices with suitable taxes.
- Handling logistics and shipping of materials with proper packing and related documents.
- Identifying Non-moving or Slow moving components and creating an action plan for reduction of such stocks.
- Monitoring appropriate housekeeping of stores area and implementation of 5S.
- To implement inventory optimization techniques like 2-Bin System and ABC Analysis.
- To carryout annual Inventory audits and maintain records based on appropriate standards.
- Supervise store labors and getting results through efficient & effective ways.

2. Organization: HTMT Global Solutions **Duration:** Dec 2007 – Oct 2009
Designation: Customer Service Executive **Department:** Telecommunications

Roles and Responsibilities:

- To handle customer queries and complaints in an ethical and informative way, promoting customer care, providing better service to the customer towards the product, and service.
- Providing information, Resolving the customer problems towards the product, making customer satisfaction, Maintaining a position of trust and responsibility by keeping all customer business confidential.

EDUCATION:

2004 – 07 **University of Mysore**
Bachelor of Business Administration (BBA)
Percentage: 64%

TECHNICAL EDUCATION:

JUL – 2006 – **MESCO Institute**
DEC 2006 Short Course Certificate
ERP – 3.2 Version, Tally, Microsoft Office



PERSONAL INFO:

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E-mail
atharahmed234@gmail.com
Date of Birth
28-Aug-1985
Passport No.
H9921254 (Validity: Feb 23 2010 – Feb 22 2020)

SKILLS

- Microsoft Office
- IC Soft ERP 3.2
- 2 Bin System
- ABC Analysis
- 5S
- Supplier Relationship
- Leadership

LANGUAGES

- English
- Hindi
- Kannada
- Urdu

INTERESTS

- Cricket
- Football
- Music