

CURRICULUM VITAE

Present Address –Riqqa Deira, Dubai
CONTACT- +971503077332
E-mail- rambhawan2011@gmail.com



RAM BHAWAN

OBJECTIVE

- To obtain a position that utilizes and challenges my education, knowledge & skills to achieve my personal as well as organizational goals by synergizing efforts.

EDUCATIONAL QUALIFICATIONS

- Completed Secondary and Higher secondary in Uttar-Pradesh under state Board of Education India.
- Completed Graduation in Dr. RMLAU Faizabad Uttar-Pradesh in India.

PROFESSIONAL QUALIFICATIONS

- M.S. Office.
- Done Account Assistance Course from Gandhi Vidya Bhawan New Delhi.
- Software application (**Oracle**) working knowledge of **CRM & JDE** for Inventory module.

PREVIOUS WORK EXPERIENCE

- Worked one year Domino's Pizza outlet as Team Leader 2009 to 2010 in New Delhi India.
- Worked Three years Aegis BPO Process Vodafone One year as CCE and Two years as Team Leader 2010 to 2013.
- **Worked as merchandizer (2015-2016), Salesman (2016-2017), Warehouse storekeeper (2017-2018) and Present IT In charge/Archive Clerk/Head cashier (EDP Coordinator, Assistant Manager) with AL MAYA GROUP L.L.C, Dubai, UAE, a reputed multinational company with vast presence of Supermarkets, (JD Edwards-One World) on Oracle software using.**
(From: NOVEMBER, 2015 - onwards)

ROLE & RESPONSIBILITIES UNDERTAKEN

- All Documents collection on Computer.
- Document Management.
- Keeping the office records maintain.
- Making salary slips and maintaining the attendance in company system.
- Receiving invoice in JD Edwards Enterprise software
- EDP management including the duty schedule to the IT staff in the Supermarkets.
- Tally the monthly sale, purchase and forwarding the reports to the accounts dept.
- Data entry and inventory maintenance in Supermarkets, production costing etc.
- Troubleshooting of POS (Point of sales) and other networks related with the LAN and TELNET.
- Giving the needed reports to the Store Manager regarding the inventory.
- Technical Support for Stock Taking with PDT Scanners.
- Technical Support for receiving goods with PDT including Downloading and Uploading Data of PDT.
- Worked as Inventory In charge at SMKT with ERP (JDE).
- Making LPO for required quantity and send to particular supplier.
- Achieved every month individual and shop target.
- Reconcile & rectifying the various purchase, sales, and stock reports.

- Checking the Reports, inserting price, checking margin of goods
- Proper checking of product display and signage's.
- Ensure stock replenishment, FIFO & FEFO maintain over all discipline in the store.
- Responsible for achieving target.
- Coordinating with warehouse workers.
- Loading & unloading management.
- To be maintained inventory internal used and damaged or destroyed goods.
- Stock variance, Stock Editing and Stock controlling.
- To be supervised the delivery goods are delivering on time.
- To be updated the status of delivery in the Data base.

PERSONAL DETAILS

Father's Name	:	Shri Dashrath
Date of Birth	:	2 nd July 1988
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language Knowledge	:	Hindi & English
Passport No	:	L1658270
Passport Validity	:	02/05/2023
Visa status	:	Employment
Visa Validity	:	16/12/2021 Work Permit Exp 20/11/2021

DECLARATION

- I hereby declare that all the above given information are True and correct to the best of my Knowledge.

Date.....

Place.....

(RAM BHAWAN)