

Sarfaraj Alam Khan

Warehouse Assistant & Logistic Coordinator

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Dubai, United Arab Emirates

OBJECTIVE

To pursue a career in **Warehouse Assistant & Logistic Coordinator** in a challenging work environment with responsibilities for upgrading, developing and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative and flexible.

Highlights

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|--------------------------------|------------------------------------|
| • Inventory control procedures | • Inventory management |
| • Inventory tracking | • Expense control |
| • Shipping and receiving | • ORACLE AND ERP |
| • Fluent in English | • Excel and MS-Office |
| • Materials accountability | • Dubai Custom (Import and Export) |
| • Customer service-oriented | |

Professional Experience

1. Warehouse & Logistic Coordinator, Oasis Enterprises LLc (Al Shirawi Group) (Feb 2013 till now) in Dubai.

- **Inventory Control**
- Preparing **Invoice, Local Purchase Order, Good Receipt Note**
- **Import/Export** (Air, Sea & Land Shipment) From **JAFZA, DNATA, JABEL ALI PORT**
- Checking that the correct quantity and type of goods have been received
- Match Purchase Order with the supplier invoice.
- Signing the delivery form, once satisfied that the goods are complete
- Maintains accounting controls by preparing and recommending policies and procedures.
- Maintaining the warehouse in a tidy state and clearing away packing material and debris
- Products knowledge (Lighting, Audio & Video)
- Other duty as assigned

Projects worked as Logistic Coordinator

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- Jumeirah Park British School & Greenfield Community School of Taalem Group
 - ADNOC CITY
 - Al Raha International School
 - Government of Sharjah
 - Dubai Parks & Resorts project
 - Dubai Park and Resort (Bollywood and Motion gate)

- DEWA PROJECT
- QURAN PARK

Academic Qualification

- **Bachelor of Commerce** from Calcutta University West Bengal (2006 – 2009)
- **MBA in FINANCE** from Sikkim Manipal University (2010-12)

IT Exposure

- **Certificate in Financial Account**, (From GR Infosys, A Government of India Enterprise from 2008-2009).
- **Diploma in computer Application and Software Technology**, (From GR infosys, From 2007 - 2008).

Professional Skills

- Competent with most Microsoft software like windows Operating System (95/98/2000/me/xp/vista/window7 etc), internet and emailing.
- Good in MS Office, **excellent in MS EXCEL**
- Comfortable with the usage of Accounting Packages IDS, Tally, Excel, MS Office.
- Various Graphics software like, Corel raw, Photoshop, In page Urdu, PageMaker etc.

Language

Other Languages – **English**, Hindi, Bengali, Arabic

Personal Information

- **Nationality** : Indian
- **Birth Date** : 21st February 1986.
- **Place of Birth** : India.
- **Marital Status** : Single.

Passport Details

- **Passport No.** : T6774760.
- **Place of Issue** : DUBAI.
- **Date of Issue** : 12th MAY 2009
- **Date of Expiry** : 11th MAY 2029.

Personal Interest

Having burning desire of learning new technology; Like to travel, music, and sports.

Basic Profile

Sensitive, imaginative, multitalented, multifaceted, intuitive, compassionate, people oriented, receptive, big-hearted, generous, but can be escapist, unpredictable, self-indulgent

SARFARAJ ALAM KHAN