

# Sarfaraj Alam Khan

## Warehouse Assistant & Logistic Coordinator

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Dubai, United Arab Emirates

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

### Professional Experience

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#### 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**

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

### **IT Exposure**

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- **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**

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- 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**

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

### **Personal Information**

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

### **Passport Details**

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

### **Personal Interest**

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

### **Basic Profile**

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

SARFARAJ ALAM KHAN